



Getting Started

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## Understanding hard disk drive space

The hard disk drive on the Hewlett-Packard and Compaq computers with the Microsoft® Windows operating system preinstalled may appear to be smaller than the size stated in the product specifications, in the documentation, or on the box. Hard disk drives are described and advertised by manufacturers in terms of decimal (base 10) capacity. Microsoft Windows and other programs, such as FDISK, use the binary (base 2) numbering system.

In decimal notation, one megabyte (MB) is equal to 1,000,000 bytes, and one gigabyte (GB) is equal to 1,000,000,000 bytes. In the binary numbering system, one megabyte is equal to 1,048,576 bytes, and one gigabyte is equal to 1,073,741,824 bytes. Because of the different measuring systems, you may see a difference between the size reported by Microsoft Windows and the size advertised. The storage capacity of the hard disk drive is as advertised.

Microsoft Windows reports smaller capacity in the Windows Explorer tool and in the computer window because it shows information about one partition on the hard disk drive at a time. One of the partitions contains the System Recovery information.

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# 1 Getting information

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Type of information	Where to find
<ul style="list-style-type: none"><li>• Set up your computer.</li></ul>	Setup documentation included with your computer.
<ul style="list-style-type: none"><li>• See how-to videos about using the features of your computer.</li></ul>	Visit <a href="http://www.hp.com/support/videos">www.hp.com/support/videos</a> (English only) Tap the <b>Tutorial</b> icon (select models only) in the carousel within the HP TouchSmart application.
<ul style="list-style-type: none"><li>• Use the computer.</li><li>• Connect to the Internet.</li><li>• Recover factory settings.</li></ul>	<i>Getting Started</i> (this guide)
<ul style="list-style-type: none"><li>• Troubleshoot the most common computer hardware and software issues.</li><li>• Find links to driver updates.</li><li>• Read frequently asked questions.</li></ul>	Help and Support: Tap the <b>Start</b> button, and then tap <b>Help and Support</b> .
<ul style="list-style-type: none"><li>• Learn how to use the Microsoft® Windows® 7 operating system.</li><li>• Find Windows 7 support information.</li></ul>	Windows 7 troubleshooting tools: <ol style="list-style-type: none"><li>1. Tap the <b>Start</b> button, tap <b>Control Panel</b>, and then tap <b>System and Security</b>.</li><li>2. Under <b>Action Center</b>, tap <b>Find and fix problems (troubleshooting)</b>.</li></ol> HP Support website: <a href="http://www.hp.com/support">www.hp.com/support</a> Visit <a href="http://www.hp.com/go/win7">www.hp.com/go/win7</a>
<ul style="list-style-type: none"><li>• Find electronic user guides and specifications for your computer model.</li><li>• Order parts and find additional troubleshooting help.</li></ul>	HP Support website: <a href="http://www.hp.com/support">www.hp.com/support</a>
<ul style="list-style-type: none"><li>• Upgrade or replace components of your computer.</li></ul>	<i>Upgrading and Servicing Guide</i> Tap the <b>Start</b> button, tap <b>All Programs</b> , and then tap <b>User Guides</b> .  If the guide is not available there, visit <a href="http://www.hp.com/support">www.hp.com/support</a>

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Type of information	Where to find
<ul style="list-style-type: none"> <li>Find computer warranty information.</li> <li>Get technical support.</li> </ul>	<p><i>Limited Warranty and Support Guide</i> or the <i>Warranty and Support Information</i> included with your computer.</p>
<ul style="list-style-type: none"> <li>Get up-to-date information and help from the Windows community.</li> </ul>	<p><a href="http://www.hp.com/support/consumer-forum">www.hp.com/support/consumer-forum</a></p>
<ul style="list-style-type: none"> <li>Connect to a TV.</li> </ul>	<p>Setup documentation included with your computer.</p> <hr/> <p><i>Watching and Recording TV</i></p> <p>Tap the <b>Start</b> button, tap <b>All Programs</b>, and then tap <b>User Guides</b>.</p> <hr/> <p>If the guide is not available there, visit <a href="http://www.hp.com/support">www.hp.com/support</a></p>
<ul style="list-style-type: none"> <li>Get special utilities for computer owners.</li> </ul>	<p><b>PC Help &amp; Tools</b> folder</p> <p>Tap the <b>Start</b> button, tap <b>All Programs</b>, and then tap <b>PC Help &amp; Tools</b>.</p>
<ul style="list-style-type: none"> <li>Maintain your computer.</li> </ul>	<p>HP Support Assistant — Maintains your computer performance and resolve problems faster by using automated updates, onboard diagnostics, and guided assistance.</p> <p>Tap the <b>Start</b> button, tap <b>All Programs</b>, tap <b>HP</b>, and then tap <b>HP Support Assistant</b>.</p>
<ul style="list-style-type: none"> <li>Find ergonomic information.</li> </ul>	<p><i>Safety &amp; Comfort Guide</i></p> <p>Tap the <b>Start</b> button, tap <b>All Programs</b>, and then tap <b>User Guides</b> or visit <a href="http://www.hp.com/ergo">www.hp.com/ergo</a>.</p>
<ul style="list-style-type: none"> <li>Wall-mounting your computer (select HP TouchSmart PC models only).</li> </ul>	<p><i>Wall-Mounting your HP TouchSmart</i></p> <p>Tap <b>Start</b>, tap <b>All Programs</b>, and then tap <b>User Guides</b>.</p> <hr/> <p>If the guide is not available there, visit <a href="http://www.hp.com/support">www.hp.com/support</a></p>

 **WARNING!** To reduce the risk of electrical shock or damage to your equipment: Place the computer in a location away from water, dust, moisture, and soot. These can increase the inside temperature, or can cause fire or electrocution.

**WARNING!** Do not disable the power cord grounding plug. Plug the power cord in a grounded (earthed) outlet that is easily accessible at all times.

**WARNING!** Disconnect power from the equipment by unplugging the power cord from the electrical outlet.

**WARNING!** The power supply is preset for the country/region in which you purchased your computer. If you move, check the voltage requirements for your new location before plugging the computer into an AC power outlet.

**WARNING!** To prevent direct exposure to a laser beam, do not try to open the enclosure of the CD or DVD drives.

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**NOTE:** Some features might not be available on systems that are shipped without a version of Microsoft Windows.


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## 2 Features

### Features vary by model.

The HP TouchSmart PC is a touch-enabled high-performance computer built into a high-definition widescreen display. The slim computer offers select features, that vary by model, such as an adjustable webcam, a CD/DVD and Blu-ray player and burner, Bluetooth capability, USB ports, a media card reader, Wireless 802.11n networking, full support for Beats Audio™ devices (sold separately), and high quality speakers.

Select HP TouchSmart PC models can be mounted on a wall using a standard VESA wall-mounting device. The hardware to adapt the computer for wall mounting (not the actual wall mount) is included in select HP TouchSmart PC models and can be purchased.

The HP TouchSmart 4.0 application is designed to maximize the touch-enabled capabilities of your computer. Some of the new features included in the HP TouchSmart 4.0 application are: the Magic Canvas, creating Magnets, easy interaction with other software applications, and creating website shortcut tiles. To launch the software, tap the HP TouchSmart icon  on the desktop, or tap the **Start** button and then tap **HP**

### TouchSmart.

- **The Magic Canvas**

- Access a submenu, by tapping on the Magic Canvas, to change the background, write a note on the Magic Canvas and leave it there, and filter the media types that appear on your screen.
- Customize the appearance of your Magic Canvas with stationary and moving objects.
- Place playlists, slide shows, music, graffiti, videos, and photos on your Magic Canvas.
- A carousel, of available applications and your favorite website shortcuts, appears at the bottom of the screen. Make a left and right sliding motion with your finger over the carousel to scroll continuously through the applications and website shortcuts.

- **Creating Magnets**

- Drag content from an application (photos, music, playlists, notes, calendars) onto the Magic Canvas.
- Create shortcuts to content.
- Interact with magnets without having to open the application.
- Pin magnets to the Magic Canvas to prevent them from scrolling off.

- **Interaction with Applications**

- All active applications are highlighted in the carousel.
- Applications can be scrolled on or off the screen.
- Bring an application into view by touching it in the carousel.
- View all applications and website shortcuts by tapping the Quick Launch button.
- Size application views to full screen, partial screen, or icon.

- **Website Tiles**

Add shortcut tiles to your favorite websites into the carousel.



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## 3 Setting up your computer

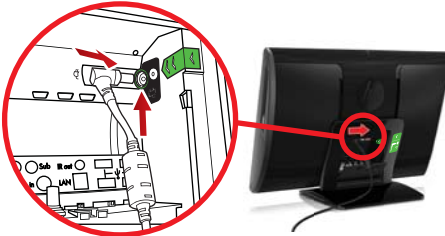
- ❑ Follow the steps in the setup documentation included with your computer.
- ❑ Place the computer so that all ventilation openings are unobstructed and cabling is not in a walkway or where it can be stepped on or damaged by placing furniture on it.
- ❑ Connect all power cords from the computer and accessories to a power surge protection device that is specifically labeled as having surge protection, an uninterruptible power supply (UPS), or a similar device. If the computer has a television tuner or telephone connection, protect the computer by using surge protection with these signal inputs as well. Connect the television cable or the telephone line cord to the surge protection device, and then connect the device to the computer.
- ❑ Download and install operating system updates.
- ❑ Look in the computer box for additional printed details or updates.
- ❑ Read the *Safety and Regulatory Information* document. Tap the **Start** button, tap **All Programs**, and then tap **User Guides**.
- ❑ Read the *Safety & Comfort Guide* for proper workstation setup, posture, health and work habits, and electrical and mechanical safety information. Tap the **Start** button, tap **All Programs**, and then tap **User Guides** or visit [www.hp.com/ergo](http://www.hp.com/ergo).

# Connecting your computer

1. Squeeze the two tabs on the rear door at the back of the computer and pull the door open.



2. Reach into the rear cavity framed by the computer stand, and plug the power cord into the power connection at the top right corner.



3. Plug the three-pronged power plug into a power outlet.



4. Pull the white tabs in the direction of the red arrow on both the wireless keyboard and the wireless mouse to activate them.
5. Press the Start button.

# Protecting your computer

Computer risk	Computer feature
Unauthorized use of the computer or user account	User password A <i>password</i> is a group of characters that you choose to secure computer information.
Unauthorized access to Setup Utility, BIOS settings, and other system identification information	Administrator password
Computer viruses	Antivirus software The free trial antivirus software that is preinstalled on your computer can detect most viruses, remove them, and, in most cases, repair damage caused by viruses. For protection against new viruses beyond the trial period, purchase an extended update service.
Unauthorized access to data and ongoing threats to the computer	Firewall software <ul style="list-style-type: none"><li>Windows 7 includes firewall software preinstalled on the computer.</li><li>The antivirus software, which is preinstalled on the computer, includes firewall software.</li></ul>
Computer security	Windows 7 critical security updates Microsoft continually updates the Windows 7 operating system.

**NOTE:** Security solutions can deter theft, mishandling, and software attacks, but cannot prevent them.

## Guidelines for installing software and hardware devices

After you complete the initial computer setup, you might want to install additional software programs or hardware devices. Check the operating system, memory, and other requirements listed before purchasing new software or hardware for your computer. Follow the software manufacturer's directions to install the new software.

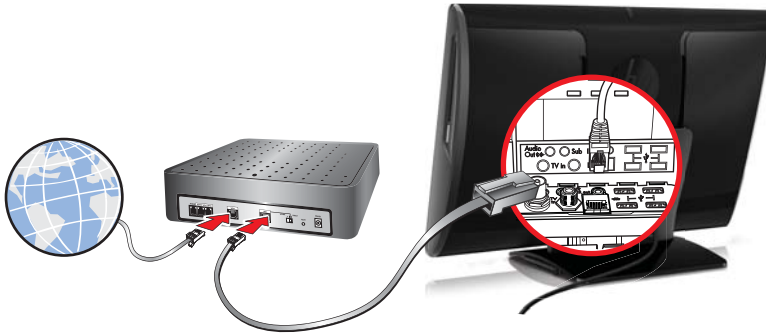
**NOTE:** Use only licensed original software. Installing copied software could result in an unstable installation, infect the computer with a virus, or be illegal.

# Connecting to the Internet

Steps to connect to the Internet:

## 1. Connect the hardware (sold separately).

- For a wired network connection, connect an Ethernet cable to the computer and to a network router or LAN device.



- For a wireless network connection, use a wireless router with the computer to connect to a WLAN with an Internet connection.



## 2. Get Internet service.

- Sign up with an Internet service provider (ISP). If you already have an account with an ISP, skip this step and follow the instructions provided by the ISP.
- If you did not set up the computer for Internet service during the initial setup, do so now by using Online Services:

- a. Tap the **Start** button, tap **All Programs**, and then tap **Get Online**.
- b. Follow the onscreen instructions to select an ISP and set up Internet service.

**NOTE:** Online Services provides a list of ISPs; however, you might choose another ISP or transfer an existing account to this computer. To transfer existing accounts, follow the instructions provided by the ISP.

3. Using your Internet connection through your ISP, open a Web browser and browse the Internet.

**NOTE:** If you have issues connecting to the Internet, see [Internet access on page 21](#).

## Transferring files and settings to your new computer

You can copy files from another computer to your new computer by using CDs or DVDs, memory sticks, and external hard drives. You can also use Windows Easy Transfer software, which is included with Windows 7 (select models only), to copy files and settings to a storage device or, using an Easy Transfer Cable, directly from another computer to the new computer. The Easy Transfer Cable is a USB cable designed specifically to connect two computers and to work with the Windows Easy Transfer software.

**NOTE:** The Easy Transfer Cable is sold separately. A standard USB cable does *not* work.

To transfer your files and settings:

1. Tap the **Start** button, type Windows Easy Transfer into the **Start Search** box, and then tap **Windows Easy Transfer**.
2. Follow the onscreen instructions in the Windows Easy Transfer wizard to transfer your files to your new computer.

**NOTE:** Some features might not be available on systems that are shipped without a version of Microsoft Windows.

## Computer orientation

Your HP TouchSmart PC is designed to be operated in several orientations. The computer can be swiveled to the right and left (1). The computer can be tilted from the stand, within the range of  $-5$  degrees to  $+60$  degrees (2). With the stand tilted, the computer can move on the rails from an upright position to an almost horizontal position (3). Be sure to position your hands on either side of the computer (4) when making adjustments.

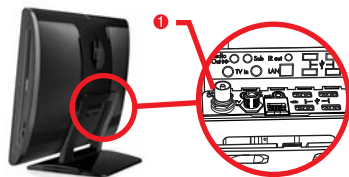


If the computer is wall-mounted (select HP TouchSmart PC models only), it can be displayed in landscape orientation, or portrait orientation with the CD-DVD player on top. For instructions on wall-mounting your HP TouchSmart PC, refer to the *Wall-Mounting your HP TouchSmart* user guide.

# Connecting a game console

Select HP TouchSmart<sup>610</sup> PC models only

Some computer models allow you to use your system as a high-resolution monitor for gaming. Two HDMI game console ports are located on right side of the computer, at the bottom. You can get audio from the internal speakers, from headphones, or from external speakers connected to the A/V source connector (1) located at the back of the computer.




1. Connect the game box cable to an HDMI port to enable onscreen display.
2. Connect the external speaker audio cable to the A/V source connector (1).
3. To adjust the screen display, see [Adjusting incoming-video display settings with HP Picture-in-Picture \(PIP\) application on page 13](#).
4. To switch between full screen mode and partial screen mode, tap the gaming image on the screen, or left click on the mouse.

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**⚠ CAUTION:** When the system is in display mode, the computer is still running in the background. The keyboard, mouse, and touch screen function are active and still control the computer. It is recommended that you save and close all files before connecting the game console ports.

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## Using the remote control in gaming mode

Use the A/V source button  on your remote control to toggle between source modes: PC mode and gaming mode. If used while you are in gaming mode, the following buttons will still affect PC mode:

- **A/V** – Switches between sources (PC, HDMI)
- **Volume** – Affects the volume of the computer as well, when changed in gaming mode
- **Mute** – Mutes sound in games and on computer
- **Media Center (Start)** – Automatically switches back to computer and opens Media Center
- **Power** – Places the system into Sleep mode.

## Return to PC mode from gaming mode

To return to PC mode from gaming mode, choose from any one of the following options:

- Tap the full screen to return to desktop
- Press ESC key to return to desktop
- Left click mouse to return to desktop
- Press the Ctrl+Alt+Del buttons simultaneously on the keyboard
- Press the Power/Sleep button on the keyboard or remote
- Press the Power/Sleep button on the computer
- Press the Media Center (Start) button on the remote

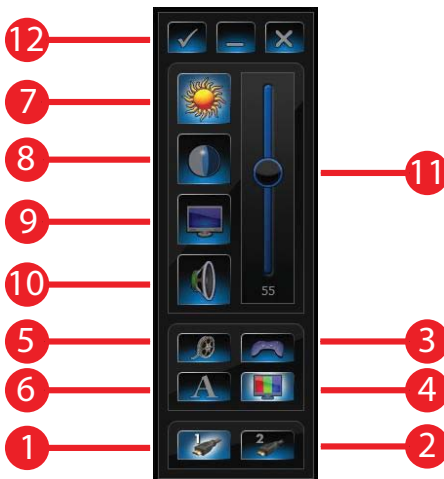


# Adjusting incoming-video display settings with HP Picture-in-Picture (PIP) application

Game console models only

HP Picture-in-Picture (PIP) software allows you to open and adjust the incoming video source from either HDMI input.

- You can adjust the display controls for each HDMI input: brightness, contrast, gamma (color), and volume.
  - The controls have predefined settings for movie, text, and game modes.
  - You can toggle between full screen and PIP mode within the application.
1. Select **Start**, select **All Programs**, select **HP**, and then select **HP Picture in Picture**, or tap the PIP icon on the desktop or the system icon tray. The PIP menu appears.



2. Select the video input: HDMI 1 (1) or HDMI 2 (2).
3. Select the video mode: Gaming (3), Default (4), Movie (5), or Text (6).
4. Select Brightness (7), Contrast (8), Gamma (color) (9), or Volume (10), and then move the slider (11) to make the adjustment.

To check for updates to the PIP software, tap the ✓ button (12).

**NOTE:** When connected to the game console ports, your system is in display mode; there is no recording capability.

## HP My Display TouchSmart Edition

Select HP TouchSmart PC models only


HP My Display TouchSmart Edition allows you to adjust the screen display using the touch feature.

- You can adjust sound, brightness, and contrast.
- Viewing mode can be set to the factory default, or optimized for movie, text, or gaming.
- Status indicators let you know if the onscreen keyboard scroll lock, number lock, or caps lock are set.
- A settings screen lets you adjust color with the touch of a button.
- An options screen lets you set display options, set transparency, and check for updates.

HP My Display TouchSmart Edition can be accessed from the task tray, or by right-clicking on the desktop, or from the Start Menu, tap **All Programs**, tap **HP**, and then tap **HP My Display TouchSmart Edition**. Online help for HP My Display TouchSmart Edition is available by tapping the **?** button in the upper right hand corner of the application screen.

## Using Beats Audio™

Select HP TouchSmart PC models only

Your HP TouchSmart PC features audio connectors (headphone and Audio Out) that are optimized for Beats Audio™ headphones and external audio systems (purchased separately). HP TouchSmart<sup>610</sup> PC models also include four Beats-optimized internal speakers and a Beats toggle button  on the keyboard.

Your computer comes ready for you to experience music with Beats enabled. To disable Beats, press the Beats toggle button; the Beats-off icon appears on the screen. To turn Beats on, press the Beats toggle button again. Tap the **Beats** icon on the system tray to view the Beats user interface.

All you need to do is plug the Beats Audio headphones into the side headphone connector to experience crisp and clear sound separation. To experience the full capability of BEATS audio using the internal speakers, HP recommends connecting a matching HP subwoofer to the Sub connector on the back panel. If you are using an external audio system, plug it into the Audio Out connector on the back panel.

## Using the HP TouchSmart with safety and comfort

Before you begin using the computer, arrange the computer and your work area to maintain your comfort and productivity. Refer to the *Safety & Comfort Guide* for important ergonomic information:

Visit [www.hp.com/ergo](http://www.hp.com/ergo) on the Web.



**WARNING!** To reduce the risk of serious injury, read the *Safety & Comfort Guide*. It describes proper computer setup, posture, and health and work habits for computer users. It also provides important electrical and mechanical safety information.

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Locate the HP TouchSmart PC in the room to minimize glare from the screen. You can also reduce glare by tilting the screen.

The HP TouchSmart screen can be used as an input device; therefore, the computer should be placed so that your shoulders and neck are comfortable.

The computer might need to be moved close to your body to keep your shoulders relaxed while you are touching the screen. Keep your shoulders low and your upper arm close to your body when you touch the screen. The more the screen is used for input, the more important this is.

You can position the computer in a variety of ways to provide a balance between relaxing your shoulders and keeping your head balanced comfortably over your neck. If you feel discomfort in your shoulders, try moving the computer closer to your body or lowering the height of the screen by lowering the work surface. If you feel discomfort in your upper back muscles and neck, try increasing the height of the screen by increasing the work surface height.

The graphic below shows correct body and computer positioning.



The graphic below shows incorrect usage.



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## 4 Troubleshooting and maintenance

Refer to the documentation provided by the product manufacturer for information about peripheral-specific problems, such as issues with a printer. The following sections present some issues you might encounter while installing, starting up, or using your computer and possible solutions.

For more information or for additional troubleshooting options, see [Getting information on page 1](#).

### Computer does not start

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Symptom	Possible solution
Error message: Hard disk drive error.	Contact Support: <a href="http://www.hp.com/support">www.hp.com/support</a>
Computer will not turn on or start.	Ensure that the cables connecting the computer to the external power source are plugged in properly. When the cables connecting the computer to the external power source are plugged in properly, and the wall outlet is functioning, the green power supply light on the back of the computer should be on; if it is not, contact Support.  If the display (screen) is blank, the computer might not be properly connected. Plug in the computer and turn it on.  Test the wall outlet by connecting a different electrical device to it.
Computer seems to be locked up and is not responding.	Use the Windows Task Manager to close any programs not responding, or restart the computer: <ol style="list-style-type: none"><li>1. Press the Ctrl+Alt+Delete keys on the keyboard simultaneously.</li><li>2. Tap <b>Start Task Manager</b>.</li><li>3. Tap the program that is not responding, and then tap <b>End Task</b>.</li></ol> If closing programs does not work, restart the computer: <ol style="list-style-type: none"><li>1. Press the Ctrl+Alt+Delete keys on the keyboard simultaneously.</li><li>2. Tap the <b>Arrow</b> button next to the red Shut Down button, and then tap <b>Restart</b>. <i>Or, press and hold the Power button on the computer for 5 or more seconds to turn off the computer, and then press the Power button to restart the computer.</i></li></ol>

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# Power

Symptom	Possible solution
Error message: Invalid system disk or Non-System disk or Disk error.	When drive activity stops, remove the disc, and then press the spacebar on the keyboard. The computer should start up.
Computer does not turn off when the Power button is pressed.	Press and hold the Power button until the computer turns off. Check Power Settings.
Computer shuts down automatically.	<ul style="list-style-type: none"><li>• The computer might be in an exceedingly hot environment. Let it cool down.</li><li>• Ensure that computer air vents are not blocked and that the internal fan is running — see <a href="#">Keeping the computer free of dust, dirt, and heat on page 28</a>. (Your computer might not have an internal fan.)</li></ul>

# Display (screen)

Symptom	Possible solution
Screen is blank.	Reconnect the power plug to the back of the computer and to the wall outlet.  Press the Power button to turn on the computer.  Press the space bar on the keyboard or move the mouse to make the screen display visible again.  Press the Sleep button (select models only), or the Esc key on the keyboard, to resume from Sleep mode.
Images on the screen are too large or too small, or the images are fuzzy.	Adjust the display resolution setting in Windows 7: <ol style="list-style-type: none"><li>1. Tap the <b>Start</b> button, and then tap <b>Control Panel</b>.</li><li>2. Under <b>Appearance and Personalization</b>, tap <b>Adjust Screen Resolution</b>.</li><li>3. Adjust resolution as necessary, and then tap <b>Apply</b>.</li></ol>

# Keyboard and mouse (with cable)

Symptom	Possible solution
Keyboard commands and typing are not recognized by the computer.	Use the mouse to turn off the computer, unplug and reconnect the keyboard to the back of your computer, and then restart your computer.
Mouse (with cable) does not work or is not detected.	Unplug and reconnect the mouse cable to your computer. If the mouse is still not detected, turn off the computer, unplug and reconnect the mouse cable, and then restart the computer.
Cursor does not move using the arrow keys on the number keypad.	Press Num Lock on the keyboard to turn off Num Lock, so that the arrow keys on the number keypad can be used.
Cursor does not respond to mouse movement.	Use the keyboard to save changes in all open programs, and then restart your computer: <ol style="list-style-type: none"><li>1. Press the Alt+Tab keys simultaneously to navigate to an open program.</li><li>2. Press the Ctrl + S key simultaneously to save your changes in the selected program (Ctrl + S is the keyboard shortcut for Save on most—not all—programs).</li><li>3. Repeat step 1 and step 2 to save changes in all open programs.</li><li>4. After saving changes in all open programs, press the Ctrl+Esc keys on the keyboard simultaneously to display the Windows Start menu.</li><li>5. Use the arrow keys to select the <b>Arrow</b> button that is next to Shut Down. Select <b>Shut Down</b>, and then press Enter.</li><li>6. After the shutdown is complete, unplug and reconnect the mouse connector to the back of your computer, and then restart your computer.</li></ol>

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<b>Symptom</b>	<b>Possible solution</b>
Cursor responds slowly, moves only vertically or horizontally, or does not track smoothly.	For a mouse with a roller ball: <ul style="list-style-type: none"><li>● Clean the roller ball: Remove the roller ball cover from bottom of mouse (rotate it counterclockwise), remove the ball, and clean it by using a damp, lint-free cloth (not paper). Also clean the rollers on which the ball moves.</li><li>● Use a mouse pad or other rough surface under the mouse.</li></ul>
	For an optical mouse: <ul style="list-style-type: none"><li>● Clean the optical mouse: Gently wipe the light sensor lens on the bottom of the mouse by using a lint-free cloth (not paper).</li><li>● Use a mouse pad, white sheet of paper, or other less reflective surface under the mouse.</li></ul>

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# Keyboard and mouse (wireless)

Symptom	Possible solution
Wireless keyboard or mouse does not work or is not detected.	<ul style="list-style-type: none"><li>• Ensure that you are using the wireless keyboard or wireless mouse within range of the receiver, approximately 10 meters (32 feet) for normal use, and within 30 cm (12 inches) during initial setup or for re-synchronization.</li><li>• Ensure that the mouse is not in Suspend mode, which occurs after 20 minutes of inactivity. Tap the left mouse button to reactivate it.</li><li>• Replace the batteries in the keyboard and mouse.</li><li>• Re-synchronize the keyboard and mouse to the receiver using the following steps.</li></ul>

The receiver, wireless keyboard, and wireless mouse shown in the following illustrations are examples; your models might vary.

**IMPORTANT:** During these steps, place the wireless keyboard and wireless mouse on the same level as the receiver, within 30 cm (12 inches) of the receiver, and away from interference from other devices.

1. Unplug the receiver from the USB connector on the computer, and then reconnect it. Your computer model might have a connector dedicated to the receiver.



2. Check that the mouse is on **(A)**, and then push and hold the Connect button **(B)** on the underside of the mouse for 5 to 10 seconds until the LED on the receiver lights or stops flashing. The receiver connection session times out after 60 seconds. To ensure that the connection was established, and that the receiver did not time out instead, and then move the mouse and check for a response on the screen.



3. After the mouse connection is established, continue by using the following steps to repeat the procedure for the keyboard.
4. Push and hold the Connect button **(C)** on the underside of the keyboard for 5 to 10 seconds until the LED on the receiver lights or stops flashing.





# Speakers and sound

Symptom	Possible solution
Volume is very low or unsatisfactory.	Ensure that you connected the speakers to the Audio Out connector on the back of the computer. (Additional audio connectors are used for multiple-channel speakers.) Detached non-powered speakers (speakers without a separate power source, such as batteries or a power cord) do not produce satisfactory sound. Replace the non-powered speakers with powered speakers.
No sound is produced.	<p>For Windows 7:</p> <ol style="list-style-type: none"><li>1. Tap the <b>Start</b> button, tap <b>Control Panel</b>, tap <b>Action Center</b>, and then tap <b>Troubleshooting</b>.</li><li>2. Under <b>Hardware and Sound</b>, tap <b>Troubleshoot and audio playback</b>.</li></ol> <p>If you are using built-in computer speakers, use the Volume button to adjust volume. You can also use My Display TouchSmart Edition to ensure that the volume is set appropriately.</p> <p>Ensure that you connected powered (active) speakers and that they are turned on.</p> <p>Turn off your computer, and then unplug and reconnect the speakers. Ensure that the speakers are connected to an audio connector, not a Line In or headphone connector.</p> <p>To resume from Sleep mode, press the Sleep button (select models only), or press Esc.</p> <p>Unplug headphones if they are connected to your computer (or speaker system).</p>
When external speakers are connected, the audio is muted.	When an Audio Line Out connector (such as headphones or external speakers) is connected, the internal speakers are muted.

## Internet access

Symptom	Possible solution
Internet programs do not start automatically.	Log in to your Internet Service Provider (ISP), and start the desired program.

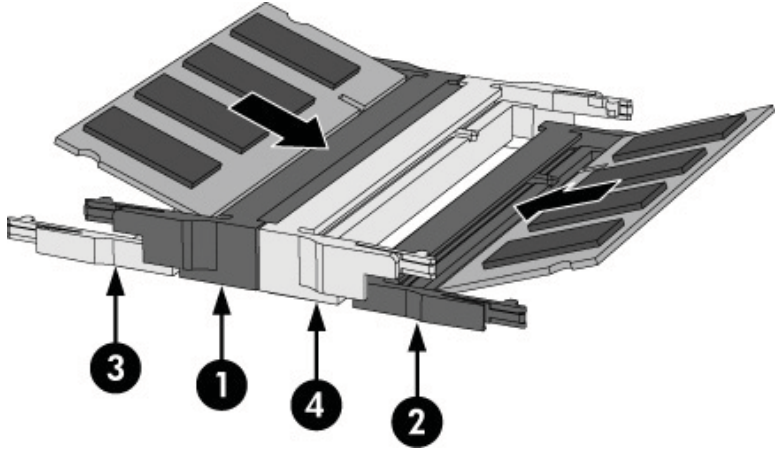
Symptom	Possible solution
Cannot connect to the Internet.	<p data-bbox="256 188 389 209">For Windows 7:</p> <ol style="list-style-type: none"> <li data-bbox="256 225 930 277">1. Tap the <b>Start</b> button, tap <b>Control Panel</b>, tap <b>Action Center</b>, and then tap <b>Troubleshooting</b>.</li> <li data-bbox="256 293 837 316">2. Under <b>Network and Internet</b>, tap <b>Connect to the Internet</b>.</li> </ol>
	<p data-bbox="256 347 997 485">Verify that you are using the proper cables for your Internet connection type. Your computer might have an Ethernet network adapter (also called a network interface card, or NIC). The network adapter uses a network cable, to connect to a local area network (LAN). Do not connect a telephone cable to the network adapter, and do not plug a network cable into a telephone service line; doing so might damage the network adapter.</p>
	<p data-bbox="256 517 501 539">Run the wireless setup wizard:</p> <ol style="list-style-type: none"> <li data-bbox="256 555 981 608">1. Tap the <b>Start</b> button, tap <b>Control Panel</b>, tap <b>Network and Internet</b>, and then tap <b>Network and Sharing Center</b>.</li> <li data-bbox="256 624 1005 671">2. In the Network and Sharing Center window, tap <b>Set up a connection or network</b> to open the wizard, and then follow the onscreen instructions.</li> </ol>
	<p data-bbox="256 703 981 756">If your system has an external antenna, try to move the antenna to a better position. If the antenna is internal, try to move the computer.</p>
	<p data-bbox="256 788 748 810">Try to connect again later, or contact your ISP for assistance.</p>

# Memory

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Symptom	Possible Solution
Computer beeps after being powered on.	Make sure the memory modules are added in the correct order. The first and second memory modules go into the black slots (1, 2), and the third and fourth memory modules go into the white slots (3, 4).

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Check to make sure that there is at least one memory module in your computer, and that it is in a black slot.

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If you have added or replaced memory modules in your computer, verify the placement of the memory modules:

- If the memory modules are in the white slots only, and not in the black slots, you may hear a beep.
  - Power off and unplug your computer, and then replace the memory modules in the correct positions.
-

# Gaming mode

Symptom	Possible Solution
When connecting the gaming device to the game console ports, the computer keeps going back to PC mode.	<ul style="list-style-type: none"><li>• Ensure that the gaming device and the computer are on.</li><li>• Ensure that the source you want is highlighted on the PIP menu.</li></ul>
<b>No Signal</b> message appears on the display.	<ul style="list-style-type: none"><li>• Ensure that the gaming device is on.</li><li>• Make sure the HDMI cable is connected from the gaming device to the computer.</li><li>• Make sure the HDMI source selected on the PIP menu matches the HDMI connector at the side of the computer.</li></ul>
Audio drops when a video game is being played.	<ul style="list-style-type: none"><li>• The system is on Mute. Press the Volume + or Volume – button on the side of the computer to get out of Mute state.</li><li>• Check the volume setting on the PIP menu.</li><li>• Open the Audio Settings menu from within the gaming application to ensure that the correct audio format output is selected. Choose <b>Digital Stereo</b>, or <b>PCM Audio</b>. (HP TouchSmart PC does not support AC3, DTS, Dolby Digital 5.1.)</li></ul>

## Software troubleshooting

Some software repairs are as simple as restarting your computer, and others require performing a System Recovery from files on your hard disk drive.

To repair software problems, try these methods:

- Turn the computer off completely, and then turn it on again. Sometimes this is the easiest way to fix a problem.
- Update the drivers (see [Updating drivers on page 25](#)).
- Use Microsoft System Restore (see [Microsoft System Restore on page 26](#)) — Restore your computer to a configuration that was in use before the software was installed.
- Reinstall the software program or hardware driver. (See [Software program and hardware driver reinstallation on page 26](#)) — Restores the software (if it came with the product) or hardware driver to factory defaults.
- System Recovery (see [System Recovery on page 29](#)) — Erase and reformat the hard disk drive, and then reinstall the operating system, programs, and drivers.



**CAUTION:** This erases all data files you have created.

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## Updating drivers

A *driver* is a software program that enables your computer to communicate with an attached device, such as a printer, hard disk drive, mouse, or keyboard.

Complete the following procedure to update a driver, or to revert to an earlier version of the driver if the new one does not solve your problem:

1. Tap the **Start** button.
2. Type Device Manager into the **Start Search** box, and then tap **Device Manager** to open the Device Manager window.
3. Tap the plus sign (+) to expand the type of device you want to update or rollback. (For example, DVD/CD-ROM drives).
4. Double-tap the specific item (for example, HP DVD Writer 640b).
5. Tap the **Driver** tab.
6. To update a driver, tap **Update Driver**, and then follow the onscreen instructions.  
Or, to revert to an earlier version of a driver, tap **Rollback Driver**, and then follow the onscreen instructions.

You can also go to the HP Support website: [www.hp.com/support](http://www.hp.com/support) and select the task, Download drivers and software. Follow the onscreen instructions.

## Microsoft System Restore

If you have a problem that might be due to software that was installed on your computer, use System Restore to return the computer to a previous restore point. You can also set restore points manually.

**NOTE:** Always use this System Restore procedure before you use the System Recovery program.

**NOTE:** Some features might not be available on systems that are shipped without a version of Microsoft Windows.

To start a System Restore:

1. Close all open programs.
2. Tap the **Start** button, tap **Computer**, and then tap **Properties**.
3. Tap **System protection**, **System Restore**, tap **Next**, and then follow the onscreen instructions.

To add restore points manually:

1. Close all open programs.
2. Tap the **Start** button, tap **Computer**, tap **Properties**, and then tap **System protection**.
3. Under **Protection Settings**, tap the disk for which you want to create a restore point.
4. Tap **Create**, and then follow the onscreen instructions.

## Software program and hardware driver reinstallation

If any of your factory-installed software programs or hardware drivers are damaged, you can reinstall it by using the Recovery Manager program (select models only).

**NOTE:** Do not use the Recovery Manager program to reinstall software programs that came on CDs or DVDs included in the computer box. Reinstall these programs directly from the CDs or DVDs.

Before you uninstall a program, ensure that you have a way to reinstall it. Make sure that the program is still available from where you initially installed it (for example, discs or the Internet). Or verify that the program is in the list of programs you can reinstall from the Recovery Manager.

**NOTE:** Some features might not be available on systems that are shipped without a version of Microsoft Windows.

To check the list of installable programs in the Recovery Manager:

1. Tap the **Start** button, tap **All Programs**, tap **Recovery Manager**, and then tap **Recovery Manager**. If prompted, tap **Yes** to allow the program to continue.
2. Under **I need help immediately**, tap **Software Program Reinstallation**.
3. Tap **Next** at the Welcome screen. A list of programs opens. Check whether your program is there.

To uninstall a program:

1. Close all software programs and folders.
2. Uninstall the damaged program:
  - a. Tap the **Start** button, and then tap **Control Panel**.
  - b. Under **Programs**, tap **Uninstall a program**.
  - c. Tap the program you want to remove, and then tap **Uninstall**.
  - d. Tap **Yes** if you want to continue with the uninstall process.

To reinstall a program using the Recovery Manager:

1. Tap the **Start** button, tap **All Programs**, tap **Recovery Manager**, and then tap **Recovery Manager**.
2. Tap **Software Program Reinstallation**, and then tap **Next** at the Welcome screen.
3. Choose the program you want to install, tap **Next**, and follow the onscreen instructions.
4. When you have finished reinstalling, restart the computer. **Do not skip this last step**. You must restart the computer after recovering software programs or hardware drivers.

## Maintenance

It is important that you perform simple maintenance of your computer to ensure that it works at peak performance.

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### Weekly

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Software cleanup	Use Disk Cleanup or safe third-party cleaning tools to remove junk files and temporary files that accumulate and slow down your system. Also, check for programs you no longer need and uninstall them.
Defragmentation	Run Disk Defragmenter to keep your hard disk in good condition and improve system performance. Frequently performing this task does not harm your system.

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Virus scan	Perform a full virus scan every week to catch viruses that might have slipped through unnoticed. Most antivirus products have a scheduling feature to keep track of this automatically.
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### Monthly

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Hardware cleanup	Thoroughly clean the outside of your computer.
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Software updates	Use Windows Updates to fix operating system bugs and improve performance. Also, be sure to check for driver updates for your hardware and new versions of your favorite programs.
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Windows Update	Run Windows Update monthly to install updates.
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Hard disk diagnostic	Sometimes a failing hard disk can be caught beforehand by using Hard Disk Diagnostic.
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### Yearly

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System Recovery	In time, your system might still get bogged down, depending on the computer usage. Use System Recovery to wipe your Windows operating system installation clean, restoring it to the original configuration when you first started your system. <b>Make a backup of important data files before proceeding with a System Recovery.</b> See <a href="#">System Recovery on page 29</a> for further details.
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### As needed

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Backing up your data	Use CD or DVD recording software that is installed on your computer to create (or “burn”) backup discs of important information, including personal files, e-mail messages, and website bookmarks. You can also move data to an external hard disk drive.
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## Keeping the computer free of dust, dirt, and heat

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Keeping your computer system free of dust, dirt, and heat will prolong its life. Dust, pet hair, and other particles can build up, creating a blanket effect; as a result, components can overheat, or, in the case of the keyboard and mouse, not work smoothly and effectively. Check your system once a month for visible signs of dust and debris, and clean it about once every three months. Visit [www.hp.com/support](http://www.hp.com/support) for additional cleaning instructions.

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Cleaning the computer vents	Air vents keep the computer cool. Keep these vents clean by using a small, battery-powered vacuum cleaner. (A battery-powered vacuum cleaner eliminates the risk of electric shock.)
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1. Vacuum the vents on the computer case.
  2. Remove any debris that has accumulated in and around the computer connectors (for example, the Ethernet and USB connectors).
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Cleaning the keyboard and mouse

When cleaning the keyboard keys, use a low setting on a battery-powered vacuum cleaner, to avoid removing key caps and springs.

1. Vacuum between the keys of the keyboard and along the grooves.
2. Use a clean, dry cloth and isopropyl (rubbing) alcohol to clean buildup on the keyboard keys and along its edges.
3. Wipe the body of the mouse and the mouse cord by using cleaning wipes.

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If you have a roller-ball mouse, clean the ball and rollers inside:

1. Turn the mouse upside down, and rotate the ball-cover ring counterclockwise to remove the ring and release the roller ball.
2. Rinse the roller ball with soap and warm water.
3. Clean the rollers inside the mouse with a cotton swab dampened with isopropyl (rubbing) alcohol.
4. After the roller ball and rollers are completely dry, replace the ball and ball-cover ring.

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Cleaning the touch screen

Follow these steps to clean the touch screen:

1. Turn off the computer. Tap the **Start** button, and then tap **Shut Down**.
2. Disconnect the power cord from the wall.
3. Spray a small amount of mild glass cleaner on a soft cloth to clean the touch screen.
4. Wipe the surface and left and right side of the touch screen to remove any dirt, fingerprints, or other debris that could hinder the touch recognition of the screen.



**CAUTION:** Do not spray or place the cleaner directly on the screen; spray the cleaner into the cloth, and then wipe the sides and surface of the touch screen.

Do not use an abrasive cleaner or cloth when cleaning the sides or the surface of the screen, because this could cause damage to the touch screen.

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## System Recovery

System Recovery completely erases and reformats the hard disk drive, deleting all data files you have created, and then reinstalls the operating system, programs, and drivers. However, you must reinstall any software that was not installed on the computer at the factory. This includes software that came on media included in the computer accessory box, and any software programs you installed after purchase.

**NOTE:** Always use the System Restore procedure before you use the System Recovery program — see [Microsoft System Restore on page 26](#).

**NOTE:** Some features might not be available on systems that are shipped without a version of Microsoft Windows.

You must choose one of the following methods to perform a System Recovery:

- **Recovery Image** — Run the System Recovery from a recovery image stored on your hard disk drive. The recovery image is a file that contains a copy of the original factory-shipped software. To perform a System Recovery from a recovery image, see [System Recovery from the Windows 7 Start Menu on page 30](#).

**NOTE:** The recovery image uses a portion of the hard disk drive that cannot be used for data storage.

- **Recovery Media** — Run the System Recovery from recovery media, that you created from files stored on your hard disk drive, or purchased separately. To create recovery media, see [Recovery media on page 33](#).


## System Recovery options

You should attempt a System Recovery in the following order:

1. Through the hard disk drive, from the Windows 7 Start menu.
2. Through the hard disk drive, by pressing the F11 key on the keyboard during system startup.
3. Through recovery media that you create.
4. Through recovery discs purchased from HP Support. To purchase recovery discs, visit [www.hp.com/support](http://www.hp.com/support).

## System Recovery from the Windows 7 Start Menu

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 **CAUTION:** System Recovery deletes all data and programs you created or installed. Back up any important data to a removable disc or USB flash drive.

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If the computer is working and Windows 7 is responding, use these steps to perform a System Recovery.

1. Turn off the computer.
2. Disconnect all peripheral devices from the computer except the keyboard and mouse.
3. Turn on the computer.
4. Tap the **Start** button, tap **All Programs**, tap **Recovery Manager**, and then tap **Recovery Manager**. If prompted, tap **Yes** to allow the program to continue.
5. Under **I need help immediately**, tap **System Recovery**.
6. Tap **Yes**, and then tap **Next**. Your computer restarts.

**NOTE:** If your system does *not* detect a recovery partition, it prompts you to insert recovery media. Insert the disc, or USB flash drive, tap **Yes**, and then tap **Next** to restart the computer and run Recovery Manager from the recovery disc, or the recovery USB flash drive. If using discs, insert the next system-recovery disc when prompted.

7. When the computer restarts, you will see the Recovery Manager welcome screen again. Under **I need help immediately**, tap **System Recovery**. If you are prompted to back up your files, and you have not done so, tap **Back up your files first (recommended)**, and then tap **Next**. Otherwise, tap **Recover without backing up your files**, and then tap **Next**.
8. System Recovery begins. After System Recovery is complete, tap **Finish** to restart the computer.
9. Complete the registration process, and wait until you see the desktop.
10. Turn off the computer, reconnect all peripheral devices, and turn the computer back on.

## System Recovery at system startup



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**CAUTION:** System Recovery deletes all data and programs you created or installed. Back up any important data to a removable disc.


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If Windows 7 is not responding, but the computer is working, follow these steps to perform a System Recovery.

1. Turn off the computer. If necessary, press and hold the Power button until the computer turns off.
2. Disconnect all peripheral devices from the computer, except the keyboard and mouse.
3. Press the Power button to turn on the computer.
4. As soon as you see the initial company logo screen appear, repeatedly press the F11 key on your keyboard until the *Windows is Loading Files...* message appears on the screen.
5. Under **I need help immediately**, tap **System Recovery**.
6. If you are prompted to back up your files, and you have not done so, tap **Back up your files first (recommended)**, and then tap **Next**. Otherwise, tap **Recover without backing up your files**, and then tap **Next**.
7. System Recovery begins. After System Recovery is complete, tap **Finish** to restart the computer.
8. Complete the registration process, and wait until you see the desktop.
9. Turn off the computer, reconnect all peripheral devices, and turn the computer back on.

## System Recovery from recovery media

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 **CAUTION:** System Recovery deletes all data and programs you created or installed. Back up any important data to a removable disc, or USB flash drive. To create recovery media, see [Recovery media on page 33](#).

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To perform a System Recovery using recovery media:

1. If the computer is working, create a backup DVD, or backup USB flash drive, containing all the data files you want to save, and then remove the backup media from the computer.
2. Insert recovery disc #1 into the DVD drive tray, and close the tray; or if using a recovery USB flash drive, insert it into a USB port.
3. If the computer works, tap the **Start** button, and then tap **Shut Down**. Or, if the computer is not responding, press and hold the **Power** button for approximately 5 seconds, or until the computer turns off.
4. Disconnect all peripheral devices from the computer except the keyboard and mouse.
5. Press the **Power** button to turn on the computer. If you are using a recovery DVD, the computer will automatically run Recovery Manager from the disc. Skip to step 7.
6. If you are running System Recovery from a USB flash drive, press the **Esc** key as the computer is powering on to bring up the boot menu. Use the arrow keys to select the USB device and press **Enter** to boot from that device.
7. If the Recovery Manager asks if you want to run System Recovery from Media or Hard Drive, select **Media**. On the Welcome screen, under **I need help immediately**, tap **Factory Reset**.
8. If you are prompted to back up your files, and you have not done so, tap **Back up your files first (recommended)**, and then tap **Next**. Otherwise, tap **Recover without backing up your files**, and then tap **Next**.
9. If you are prompted to insert the next recovery disc, do so.
10. When the Recovery Manager is finished, remove all recovery discs, or the recovery USB flash drive, from the system.
11. Tap **Finish** to restart the computer.

## Recovery media

Recovery media can be created on either blank DVD discs or a USB flash drive (one or the other, but not both). Create recovery media from the recovery image stored on your hard disk drive. This image contains the operating system and software program files that were originally installed on your computer at the factory. You can create only one set of recovery media for your computer; the recovery media can be used *only* with this computer. Store the recovery media in a safe place.

**NOTE:** Some features might not be available on systems that are shipped without a version of Microsoft Windows.

## Choosing recovery media

- To create recovery discs, your computer must have a DVD writer, and you must use only high-quality blank DVD+R or DVD-R discs.

**NOTE:** You *cannot* use CDs or DVD+RW, DVD-RW, DVD+RW DL, DVD-RW DL, DVD+R DL, or DVD-R DL discs to create recovery discs.

- You have the option of creating a recovery USB flash drive instead, using a high-quality blank USB drive.
- If you are creating recovery discs, be sure to use high-quality discs. It is normal for discs to be rejected if they are not defect-free. You will be prompted to insert a new blank disc to try again.
- The number of discs in the recovery-disc set depends on your computer model (typically 3–6 DVD discs). The Recovery Media Creation program tells you the specific number of blank discs needed to make the set. If you are using a USB flash drive, the program will tell you the size of the drive required to store all the data (minimum of 8 GB).

**NOTE:** The process of creating recovery media takes some time to verify that the information written on the media is correct. You can quit the process at any time. The next time you run the program, it resumes where it left off.

# Creating recovery media

To create recovery discs:

1. Close all open programs.
2. Tap the **Start** button, tap **All Programs**, tap **Recovery Manager**, and then tap **Recovery Media Creation**. If prompted, tap **Yes** to allow the program to continue.
3. Tap **Create recovery media using blank DVD(s)**, and then tap **Next**.
4. Follow the onscreen instructions. Label each disc as you make it (for example, Recovery 1, Recovery 2).

To create a recovery USB flash drive:

1. Close all open programs.
2. Insert the USB flash drive into a USB port on the computer.
3. Tap the **Start** button, tap **All Programs**, tap **Recovery Manager**, and then tap **Recovery Media Creation**.
4. Tap **Create recovery media with a USB flash drive**, and then tap **Next**.
5. Select the USB flash drive from the list of media. The program will let you know how much storage is required to create the recovery drive. If the USB flash drive does not have enough storage capacity (8 GB is the minimum), it will be grayed out on the screen. Tap **Next**.

**NOTE:** Recovery Media Creation formats the flash drive and deletes all on files on it.

6. Follow the onscreen instructions. Make sure to label the USB flash drive and store it in a secure place.

**NOTE:** Do not use media cards for creating recovery media. The system may not be able to boot up from a media card and you may not be able to run system recovery.



快速入門



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## 了解硬碟空間

預先安裝 Microsoft® Windows 作業系統的 Hewlett-Packard 和 Compaq 電腦，其硬碟可能比產品規格、說明文件或包裝箱上所陳述的規格還小。製造商所描述及宣稱的硬碟空間是以十進

制 (base 10) 計算。Microsoft Windows 與其他程式 (例如 FDISK) 是使用二進位 (base 2) 計算系統。

在十進位記數法中，1 個 Megabyte (MB) 等於 1,000,000 個位元組，而 1 個 Gigabyte (GB) 等於 1,000,000,000 個位元組。在二進位記數系統中，1 個 Megabyte 等於 1,048,576 個位元組，而 1 個 Gigabyte 等於 1,073,741,824 個位元組。因為記數系統不同，所以 Microsoft Windows 記錄的大小與製造商宣稱的不同。其實兩者所描述的硬碟儲存空間是相同的。

Microsoft Windows 在 [Windows 檔案總管] 工具與 [電腦] 視窗中報告的容量較小，因為它一次只顯示硬碟內一個分割區的資料。其中一個磁碟分割區會包含系統復原資訊。

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# 1 資訊索引

資訊類型	尋找位置
<ul style="list-style-type: none"><li>安裝電腦。</li></ul>	電腦隨附安裝文件。
<ul style="list-style-type: none"><li>觀看說明影片，講解有關使用電腦各項功能的方法。</li></ul>	請造訪 <a href="http://www.hp.com/supportvideos">www.hp.com/supportvideos</a> （僅提供英文） 點選 HP TouchSmart 應用程式轉盤內的 <b>【教學課程】</b> 圖示（僅限部分型號）。
<ul style="list-style-type: none"><li>使用電腦。</li><li>連線到網際網路。</li><li>回復原廠設定。</li></ul>	<b>《快速入門》</b> （本手冊）
<ul style="list-style-type: none"><li>解決最常見的電腦軟硬體問題。</li><li>尋找驅動程式更新的連結。</li><li>閱讀常見問題。</li></ul>	說明及支援： 點選 <b>【開始】</b> 按鈕，然後點選 <b>【說明及支援】</b> 。
<ul style="list-style-type: none"><li>學習如何使用 Microsoft® Windows® 7 作業系統。</li><li>尋找有關 Windows 7 支援的資訊。</li></ul>	Windows 7 疑難排解工具： <ol style="list-style-type: none"><li>1. 點選 <b>【開始】</b> 按鈕、<b>【控制台】</b>，然後點選 <b>【系統及安全性】</b>。</li><li>2. 在 <b>【行動作業中心】</b> 下方，點選 <b>【檢視電腦的狀態和解決問題】</b>。</li></ol> HP 支援網站： <a href="http://www.hp.com/support">www.hp.com/support</a> 請前往 <a href="http://www.hp.com/go/win7">www.hp.com/go/win7</a>
<ul style="list-style-type: none"><li>尋找您電腦型號的電子使用手冊與規格。</li><li>訂購零件與尋找其他疑難排解支援。</li></ul>	HP 支援網站： <a href="http://www.hp.com/support">www.hp.com/support</a>
<ul style="list-style-type: none"><li>為您的電腦升級或替換組件。</li></ul>	<b>《升級與維護手冊》</b> 點選 <b>【開始】</b> 按鈕、 <b>【所有程式】</b> ，然後點選 <b>【使用手冊】</b> 。  如果找不到手冊，請前往 <a href="http://www.hp.com/support">www.hp.com/support</a>
<ul style="list-style-type: none"><li>尋找電腦保固資訊。</li><li>取得技術支援。</li></ul>	電腦隨附的 <b>《有限保固及支援手冊》</b> 或 <b>《保固及支援資訊》</b> 。
<ul style="list-style-type: none"><li>從 Windows 社群取得最新的資訊與說明。</li></ul>	<a href="http://www.hp.com/support/consumer-forum">www.hp.com/support/consumer-forum</a>

資訊類型	尋找位置
<ul style="list-style-type: none"> <li>• 連接到電視。</li> </ul>	<p>電腦隨附安裝文件。</p> <hr/> <p><b>觀賞和錄製電視節目</b></p> <p>點選 <b>[開始]</b> 按鈕、<b>[所有程式]</b>，然後點選 <b>[使用手冊]</b>。</p> <hr/> <p>如果找不到手冊，請前往 <a href="http://www.hp.com/support">www.hp.com/support</a></p>
<ul style="list-style-type: none"> <li>• 取得為電腦用戶準備的特殊公用程式。</li> </ul>	<p><b>[PC 說明和工具]</b> 資料夾</p> <p>點選 <b>[開始]</b> 按鈕、<b>[所有程式]</b>，然後點選 <b>[PC 說明和工具]</b>。</p>
<ul style="list-style-type: none"> <li>• 維護您的電腦。</li> </ul>	<p>HP Support Assistant — 可維護電腦效能，並可透過自動化更新、機上診斷與引導協助來更快解決問題。</p> <p>點選 <b>[開始]</b> 按鈕、<b>[所有程式]</b>、<b>[HP]</b>，然後點選 <b>[HP 支援助理]</b>。</p>
<ul style="list-style-type: none"> <li>• 尋找人體工學相關資訊。</li> </ul>	<p><b>《安全與舒適指南》</b></p> <p>點選 <b>[開始]</b> 按鈕 <b>[所有程式]</b>，然後點選 <b>[使用手冊]</b> 或前往 <a href="http://www.hp.com/ergo">www.hp.com/ergo</a>。</p>
<ul style="list-style-type: none"> <li>• 壁掛安裝您的電腦（僅限 HP TouchSmart PC 型號）。</li> </ul>	<p><b>壁掛安裝您的 HP TouchSmart</b></p> <p>點選 <b>[開始]</b> 按鈕、<b>[所有程式]</b>，然後點選 <b>[使用手冊]</b>。</p> <hr/> <p>如果找不到手冊，請前往 <a href="http://www.hp.com/support">www.hp.com/support</a></p>

**警告！** 若要降低觸電或損壞設備的風險：請將電腦放置於遠離水、灰塵、潮濕、油煙的位置。上述情況可能會增加電腦內部溫度，也可能造成起火或漏電。

**警告！** 請務必使用電源線接地插頭。請將電源線插入接地而且可隨時操控的插頭中。

**警告！** 請從電源插座中拔除電源線，以便中斷設備的電源。

**警告！** 電源供應器預設適用於您購買電腦的國家/地區。如果您前往其他地區，在您將電腦插頭插入 AC 電源插座之前，請先檢查該地區的電壓需求。

**警告！** 為了避免直接暴露在雷射光束下，請勿打開 CD 或 DVD 光碟機的外殼。


**附註：** 如果電腦未隨附任何 Microsoft Windows 版本，某些功能可能無法在系統上使用。

## 2 功能

功能依型號而異。

HP TouchSmart PC 是使用觸控技術的高效能電腦，內建於高畫質寬螢幕顯示器。這部薄型電腦提供以下功能（依型號而異）：可調整的網路攝影機、CD/DVD 與 Blu-ray 播放器與燒錄器、藍芽功能、USB 連接埠、媒體讀卡機、無線 802.11n 網路、完整支援 Beats Audio™ 裝置（需另行購買）以及高音質喇叭。

可以使用標準 VESA 壁掛裝置，為特定 HP TouchSmart PC 型號進行壁掛安裝。某些 HP TouchSmart PC 型號則隨附用於電腦壁掛（並非可實際壁掛）的硬體，您可以另行購買此硬體。

HP TouchSmart 4.0 應用程式的設計是為了達到電腦觸控功能的最佳效果。HP TouchSmart 4.0 應用程式包含一些新功能：「魔術畫布」，建立「快捷貼」、輕鬆與其他軟體應用程式進行互動以及建立網站捷徑圖示選項。若要啟動此軟體，點選桌面的 HP TouchSmart 圖示 ，或是點選 **[開始]** 按鈕再點選 **[HP TouchSmart]**。

### • 魔術畫布

- 點選 [魔術畫布] 來存取子功能表，您可以變更背景、在「魔術畫布」中寫入備註並保留在該處並篩選在螢幕上顯示的媒體類型。
- 使用各種固定或移動的物件來自訂「魔術畫布」的外觀。
- 您可以在「魔術畫布」上放置播放清單、投影片、音樂、塗鴉、影片以及相片。
- 螢幕的下方會顯示轉盤，其中包含可用應用程式和您喜愛的網站捷徑。利用手指在轉盤上左右滑動，在應用程式和網站捷徑中持續捲動轉盤。

### • 建立快捷貼

- 從應用程式中拖曳內容（相片、音樂、播放清單、備註或日曆）至「魔術畫布」。
- 建立內容的捷徑。
- 不需要開啟應用程式，即可與快捷貼互動。
- 將快捷貼釘在「魔術畫布」上以避免捲動到畫面外。

### • 與應用程式的互動性

- 在轉盤內，所有作用中的應用程式會以反白顯示。
- 可以將應用程式捲進或捲出畫面外。
- 想要檢視應用程式，請觸碰轉盤中的應用程式。
- 點選 [快速啟動] 按鈕來檢視所有應用程式和網站捷徑。
- 設定應用程式檢視為全螢幕、部份螢幕或圖示。

### • 網站圖示選項

新增捷徑圖示選項到轉盤中最愛的網站。

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## 3 安裝電腦

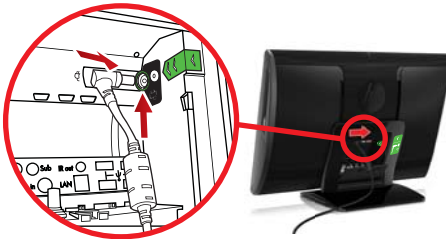
- 請按照電腦隨附安裝文件中的步驟。
- 將電腦放置在通風良好的位置，且勿將連接線放置於走道或是會被傢俱壓到或損壞的地方。
- 請將電腦和週邊設備的電源線，連接至特別標有避雷保護的電源裝置、不斷電系統 (UPS) 或類似的裝置。如果您的電腦連接到電視調諧器或是電話，請一樣為這類訊號輸入使用避雷保護以保護電腦。將電視連接線或電話線連接到避雷保護裝置，再將裝置連接至電腦。
- 下載並安裝作業系統更新。
- 您可在電腦包裝箱中找到其他書面詳細資訊和更新訊息。
- 請閱讀《法規及安全資訊》文件。點選 **【開始】** 按鈕、**【所有程式】**，然後點選 **【使用手冊】**。
- 閱讀《安全與舒適指南》，瞭解有關正確設置工作站、姿勢、健康和工作習慣以及電源與機械安全資訊。點選 **【開始】** 按鈕、**【所有程式】**，然後點選 **【使用手冊】** 或前往 [www.hp.com/ergo](http://www.hp.com/ergo)。

## 連接電腦電源

1. 壓下電腦背面蓋板上的卡榫，然後拉開蓋板。



2. 找到電腦後方由支架框住的凹槽，然後將電源線插入右上角的電源連接孔。



3. 將三插電源插頭插入電源插座中。



4. 依紅色箭頭指示的方向拉出白色標籤，即可啟動無線鍵盤與無線滑鼠。
5. 按下啟動按鈕。



# 保護您的電腦

電腦遭遇的風險	電腦功能
未經授權使用電腦或使用者帳號	使用者密碼 <b>密碼</b> 是一組由您選擇，可用來保護電腦資訊的字元。
未經授權存取「設定公用程式」、BIOS 設定和其他系統識別資訊	管理員密碼
電腦病毒	防毒軟體 預先安裝在電腦中的免費試用防毒軟體可以偵測並移除大部分病毒，而且在多數情況下可以修復病毒所造成的損害。如需在試用期過後繼續保護電腦不受新病毒的入侵，請購買延長更新服務。
未經授權存取資料以及電腦目前的威脅	防火牆軟體 <ul style="list-style-type: none"><li>Windows 7 內含的防火牆軟體已預先安裝在電腦中。</li><li>已預先安裝在電腦的防毒軟體中包含防火牆軟體。</li></ul>
電腦安全性	Windows 7 重大安全性更新 Microsoft 持續更新 Windows 7 作業系統。

**附註：** 安全性解決方案可預防資料遭竊、不當處理資料以及軟體攻擊，但無法完全阻止這些動作。

## 安裝軟體和硬體裝置的準則

完成電腦初步安裝後，您可能想要安裝其他軟體程式或硬體裝置。為您的電腦購買新軟體或硬體之前，請檢查作業系統、記憶體和其他列出的需求。請依照軟體製造商的指示安裝新軟體。

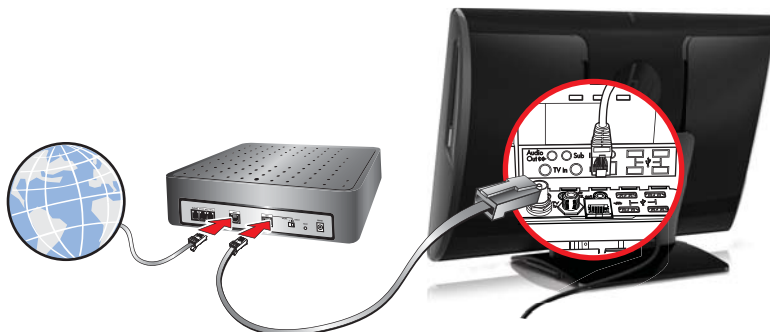
**附註：** 請只使用原廠授權的軟體。安裝複製的軟體可能導致安裝不穩定、使您的電腦感染病毒或是觸犯法律。

## 連線到網際網路

連線到網際網路的步驟：

1. 連接硬體（另行販售）。

- 若有有線網路連線，請將乙太網路連接線連接電腦後再連至網路路由器或區域網路裝置。



- 若是無線網路連線，請搭配電腦使用無線路由器來連接至具有網際網路連線的無線區域網路。



## 2. 取得網際網路服務。

- 向網際網路服務供應商 (ISP) 申請註冊。如果您已有 ISP 提供的帳戶，請略過這個步驟，並按照 ISP 的指示進行。
- 如果您在第一次設定電腦時沒有設定網際網路服務，現在請使用 [線上服務] 進行設定：

- a. 點選 [開始] 按鈕、[所有程式]，然後點選 [連線]。
- b. 按照螢幕上的指示選擇一個 ISP 並設定網際網路服務。

**附註：** [線上服務] 會提供 ISP 清單，不過，您可選擇另一個 ISP 或是將現有的帳戶移轉到此電腦中。若要移轉現有帳戶，請按照 ISP 提供的指示進行。

3. 使用 ISP 所提供的網際網路連線，開啟網路瀏覽器並瀏覽網際網路。

**附註：** 如果您有連線到網際網路的問題，請參閱位於第 19 頁的網際網路連線。

## 傳輸檔案和設定至新電腦

您可以使用 CD 或 DVD、隨身碟和外接式硬碟，將另一台電腦的檔案複製到新電腦。您也可以使用 Windows 7 隨附的「Windows 輕鬆傳輸」軟體（僅限部分型號），來複製檔案和設定至儲存裝置，或使用「輕鬆傳輸纜線」直接從其他電腦傳送檔案至新電腦。「輕鬆傳輸纜線」為 USB 連接線，專供連接兩台電腦並搭配「Windows 輕鬆傳輸」軟體一起使用。

**附註：** 「輕鬆傳輸纜線」為另行販售。無法使用一般的 USB 連接線。

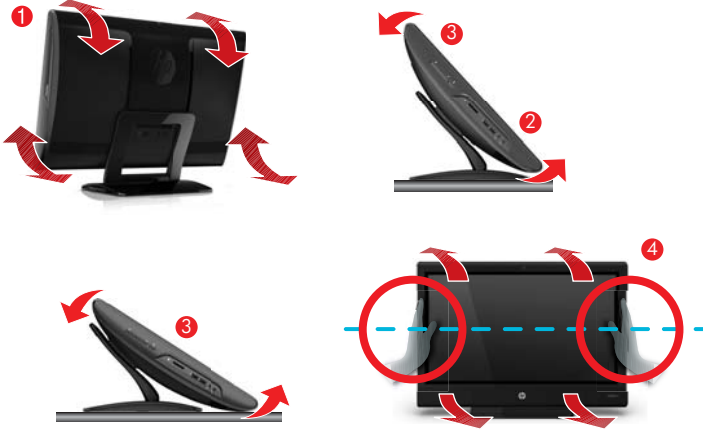
若要傳輸檔案與設定：

1. 點選 **【開始】** 按鈕，在 **【開始搜尋】** 對話方塊中輸入 Windows 輕鬆傳輸，然後點選 **【Windows 輕鬆傳輸】**。
2. 遵循 [Windows 輕鬆傳輸] 精靈顯示在螢幕上的指示，將舊電腦的檔案傳輸到新電腦。

**附註：** 如果電腦未隨附任何 Microsoft Windows 版本，某些功能可能無法在系統上使用。

# 電腦方向

HP TouchSmart PC 的設計可讓使用者以多種方向來操作電腦。電腦可以左右旋轉 (1)。電腦可以從支架處傾斜，範圍在 -5 度到 +60 度之間 (2)。在支架傾斜的情況下，電腦可以在滑軌上移動並從直立狀態調整為接近水平的狀態 (3)。調整電腦時，請確定用手扶住電腦的兩側 (4)。



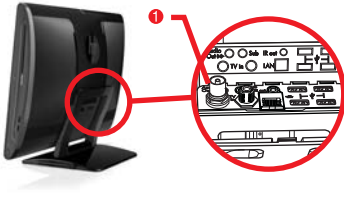
如果已完成電腦壁掛安裝 (僅限 HP TouchSmart PC 型號)，電腦可以橫向或是直向顯示 (需將 CD-DVD 播放器置於上方)。關於壁掛 HP TouchSmart PC 的說明，請參閱 **《壁掛安裝您的 HP TouchSmart》** 使用手冊。

# 連接遊戲主機

僅限 HP TouchSmart<sup>610</sup> PC 型號

部分電腦型號可讓您將系統做為高解析螢幕來玩遊戲。兩個 HDMI 遊戲主機連接埠位於電腦右側下方。您可以內建喇叭、耳機或是連接到電腦背面 A/V 來源接頭 (音訊輸出) (1) 的外接喇叭來聆聽音訊。






1. 將遊戲機連接線接到 HDMI 連接埠上，啟用螢幕視控顯示。
2. 將外接喇叭音訊連接線連接至 A/V 來源接頭 (1)。
3. 若要調整螢幕顯示，請參閱位於第 12 頁的利用 HP Picture-in-Picture (PIP) 應用程式，調整輸入視訊的顯示設定。
4. 若要切換全螢幕模式和部份螢幕模式，請點選螢幕上的遊戲影像或是按一下滑鼠左鍵。

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**⚠ 注意：** 系統處於顯示模式時，電腦仍會在背景中執行。鍵盤、滑鼠與觸控螢幕功能仍處於作用中，而且仍可以控制電腦。建議您在連接到遊戲主機連接埠之前，先儲存並關閉所有檔案。

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## 在遊戲模式中使用遙控器

使用遙控器上的 [A/V] 來源鈕  切換來源模式：電腦模式與遊戲模式。如果在遊戲模式中使用此按鈕，下列按鈕仍會影響電腦模式：

- **A/V** - 切換來源 (電腦或 HDMI)
- **Volume (音量)** - 變更至遊戲模式時，仍會影響電腦的音量
- **Mute (靜音)** - 關閉遊戲與電腦的聲音
- **Media Center (Start) (Media Center (開始))** - 自動切換回電腦模式並開啟 Media Center
- **Power (電源)** - 將系統置於睡眠模式。

## 將電腦從遊戲模式回復到電腦模式

要從遊戲模式返回電腦模式，請選擇下列其中一個選項：

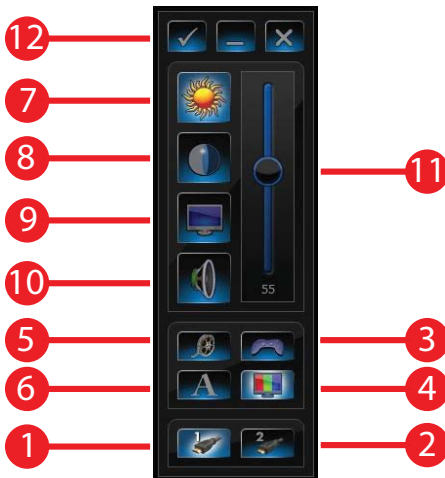
- 點選全螢幕返回桌面
- 按下 ESC 鍵返回桌面
- 按一下滑鼠左鍵返回桌面
- 同時按下鍵盤上的 Ctrl+Alt+Del 按鈕
- 按下鍵盤或遙控器上的 [Power/Sleep] (電源/睡眠) 按鈕
- 按下電腦上的 [Power/Sleep] (電源/睡眠) 按鈕
- 按下遙控器上的 [Media Center (Start)] (Media Center (開始)) 按鈕

# 利用 HP Picture-in-Picture (PIP) 應用程式，調整輸入視訊的顯示設定

僅限具備遊戲主機的型號

HP Picture-in-Picture (PIP) 軟體可讓您開啟並調整其中一個 HDMI 輸入端所輸入的視訊來源。

- 您可以個別為 HDMI 輸入調整顯示控制：亮度、對比、色差補正（色彩）以及音量。
  - 已預先為電影、文字以及遊戲模式定義這些控制的設定。
  - 您可以在應用程式中切換全螢幕和 PIP 模式。
1. 選取 **[開始]** **[所有程式]** **[HP]**，然後選取 **[HP Picture in Picture]**，或是點選桌面上或系統工作匣圖示中的 PIP 圖示。接著會出現 PIP 功能表。



2. 選取視訊輸入：HDMI 1 (1) 或 HDMI 2 (2)。
3. 選取視訊模式：[Gaming]（遊戲）(3)、[Default]（預設）(4)、[Movie]（電影）(5) 或 [Text]（文字）(6)。
4. 選取 [Brightness]（亮度）(7)、[Contrast]（對比）(8)、[Gamma]（色差補正）（色彩）(9) 或 [Volume]（音量）(10)，然後移動滑桿 (11) 進行調整。

若要檢查 PIP 軟體的更新，請點選 [✓] 按鈕 (12)。

**附註：** 連接到遊戲主機連接埠時，您的系統會處於顯示模式；此時沒有錄音功能。

## HP My Display TouchSmart Edition

僅限 HP TouchSmart PC 型號


HP My Display TouchSmart Edition 可讓您使用觸控功能調整螢幕顯示。

- 您可以調整音訊、亮度和對比。
- 可以設定檢視模式為原廠預設、或是針對電影、文字或遊戲，進行最佳化作業。
- 狀態指示燈可顯示是否開啟螢幕鍵盤的捲軸鎖定、數字鎖定和大寫鎖定。
- 設定畫面允許您使用觸控按鈕調整顏色。
- 選項畫面允許您設定顯示選項、設定透明度和檢查更新。

您可以從工作匣存取 HP My Display TouchSmart Edition，或是在桌面上按一下滑鼠右鍵，或從 [開始] 功能表中點選 [所有程式]、[HP]，然後點選 [HP My Display TouchSmart Edition]。點選應用程式畫面右上角的 [?] 按鈕以取得 HP My Display TouchSmart Edition 的線上說明。

## 使用 Beats Audio™

僅限 HP TouchSmart PC 型號

HP TouchSmart PC 擁有針對 Beats Audio™ 耳機及外接音訊系統（須另行購買）最佳化的音訊接頭（耳機及音訊輸出）。HP TouchSmart<sup>®10</sup> PC 型號也包含四個 Beats 最佳化的內建喇叭，鍵盤上則有一個 Beats 切換按鈕 。

您隨時可以使用電腦的 Beats 音效來享受音樂。若要停用 Beats，按下 Beats 切換按鈕；螢幕上會顯示 Beats 關閉的圖示。若要開啟 Beats，再按下 Beats 切換按鈕；點選系統工作匣內的 [Beats] 圖示，可檢視 Beats 使用者介面。


您只需要將 Beats Audio 耳機插入電腦側邊的耳機插孔，即可享受清晰細緻、音域分明的音效。若要使用內建喇叭來體驗完整的 BEATS 音訊功能，HP 建議您在背面板的 Sub 接頭上接上相符的 HP 重低音喇叭。如果您要使用外接音訊系統，請將系統插到背面板上的 Audio Out 接頭。

## 安全且舒適地使用 HP TouchSmart

在使用電腦前，請先安排您的電腦及工作區域位置，使您擁有工作上的舒適度並發揮最佳產能。如需瞭解重要的人體工學相關資訊，請參閱《安全與舒適指南》：

請前往 [www.hp.com/ergo](http://www.hp.com/ergo) 網站。

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 **警告！** 若要降低嚴重傷害的風險，請參閱《安全與舒適指南》。本指南不僅說明正確的電腦安裝、放置方式以及電腦使用者的健康和 work 習慣，還提供重要的電源與機械安全資訊。

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請將 HP TouchSmart PC 置於室內以減少螢幕的反光。您也可以調整螢幕傾斜角度來減少反光。

HP TouchSmart 螢幕可做為輸入裝置，因此，必須適當調整電腦的位置，您的肩膀與頸部才會比較舒適。

觸控螢幕時，電腦必須放置在靠近您身體的位置，才可讓您的肩膀放鬆。使用觸控螢幕時，請放鬆您的肩膀並將前手臂儘可能的靠近身體。如果您使用螢幕進行輸入的時間比較長，必須謹記這一點。

您可以用各種方式來放置電腦，直到您找到一個可以讓肩膀以及頸部、頭部都舒適的最佳位置。如果您的肩膀感到不適，請嘗試將電腦往身體移動，或是降低您所工作桌面高度來降低螢幕的高度。如果您的後背上方肌肉與頸部感到不適，請嘗試增加您所工作的桌面高度來增加螢幕的高度。

下圖說明了正確的身體與電腦的位置。



下圖則為錯誤的使用姿勢。



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## 4 疑難排解與維護

請參閱產品製造商所提供的說明文件，取得特定週邊裝置的資訊，例如：與印表機有關的問題。以下章節說明您在安裝、開機或使用電腦時可能遭遇到的部分問題，並提供解決方案。

如需詳細資訊或是額外的疑難排解選項，請參閱位於第 1 頁的資訊索引。

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### 電腦無法開機

徵兆	可能的解決方法
錯誤訊息：硬碟錯誤。	聯絡支援： <a href="http://www.hp.com/support">www.hp.com/support</a>
電腦無法開機或啟動。	確認已插妥連接電腦至外部電源的連接線。插妥連接電腦到外部電源的連接線且牆上插座也運作正常時，電腦背面的綠色電源供應器指示燈應會亮起；如果指示燈沒有亮起，請連絡支援中心。  如果顯示器（螢幕）沒有畫面，則可能表示電腦沒有接妥。請接好電腦的電源再開機。  將不同的電源裝置連接到牆上插座以測試插座是否故障。
電腦似乎被鎖定且沒有回應。	使用 [Windows 工作管理員] 關閉任何沒有回應的程式，或重新開機： <ol style="list-style-type: none"><li>1. 同時按下鍵盤上的 <b>Ctrl+Alt+Delete</b> 鍵。</li><li>2. 點選 <b>【啟動工作管理員】</b>。</li><li>3. 點選沒有回應的程式，然後點選 <b>【結束工作】</b>。</li></ol> 如果無法關閉程式，請重新開機： <ol style="list-style-type: none"><li>1. 同時按下鍵盤上的 <b>Ctrl+Alt+Delete</b> 鍵。</li><li>2. 點選紅色 [關機] 按鈕旁的 <b>【箭號】</b> 按鈕，然後點選 <b>【重新啟動】</b>。 或是按住電腦的電源按鈕 5 秒以上以關閉電腦，然後按下電源按鈕重新啟動電腦。</li></ol>

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### 電源

徵兆	可能的解決方法
錯誤訊息：無效系統磁碟或非系統磁碟或磁碟錯誤。	磁碟機作業停止時，請取出磁碟並按下鍵盤上的空白鍵，即可啟動電腦。

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徵兆	可能的解決方法
按下電源按鈕時電腦不會關機。	按住電源按鈕直到電腦關機為止。 檢查 [電源設定]。
電腦自動關機。	<ul style="list-style-type: none"> <li>● 電腦可能處於超高溫的環境。請讓它冷卻一下。</li> <li>● 確定電腦通風口未阻塞且內部風扇正在運作 — 請參閱位於第 25 頁的保持電腦遠離灰塵與高溫。（您的電腦可能沒有配備內部風扇。）</li> </ul>

## 顯示器（螢幕）

徵兆	可能的解決方法
螢幕變黑。	<p>重新接好電腦背面和牆上插座兩端的電源插頭。</p> <p>按一下電源按鈕啟動電腦。</p> <p>按下鍵盤上的空白鍵或是移動滑鼠讓螢幕再度顯示畫面。</p> <p>按下 [Sleep] 按鈕（僅限部分型號）或鍵盤上的 <b>Esc</b> 鍵離開睡眠模式。</p>
螢幕上的影像太大、太小或模糊不清。	<p>調整 Windows 7 螢幕解析度設定：</p> <ol style="list-style-type: none"> <li>1. 點選 <b>[開始]</b> 按鈕，然後點選 <b>[控制台]</b>。</li> <li>2. 在 <b>[外觀及個人化]</b> 下，點選 <b>[調整螢幕解析度]</b>。</li> <li>3. 視需要調整解析度，然後點選 <b>[套用]</b>。</li> </ol>

## 鍵盤與滑鼠（有線）

徵兆	可能的解決方法
電腦無法辨識鍵盤輸入的指令及文字。	使用滑鼠關閉電腦，拔除並重新連接鍵盤到電腦背面，然後重新啟動電腦。
無法使用或偵測不到有線滑鼠。	<p>拔除並重新連接滑鼠連接線至您的電腦。</p> <p>如果仍偵測不到滑鼠，請關閉電腦、拔除並重新連接滑鼠連接線，接著重新開機。</p>
無法使用數字鍵盤的方向鍵移動游標。	按下鍵盤上的 <b>Num Lock</b> 鍵以關閉 <b>Num Lock</b> ，便可以使用數字鍵盤上的方向鍵。

徵兆	可能的解決方法
游標無法回應滑鼠動作。	<p>使用鍵盤儲存所有已開啟應用程式中的變更，然後重新啟動電腦：</p> <ol style="list-style-type: none"><li>1. 同時按下 <b>Alt+Tab</b> 鍵瀏覽開啟的應用程式。</li><li>2. 同時按下 <b>Ctrl+S</b> 鍵來儲存選擇程式中的變更（<b>Ctrl+S</b> 鍵盤快捷鍵可用於大部份程式進行「儲存」，但並非所有程式都可使用。）</li><li>3. 重複步驟 1 與步驟 2 以儲存所有已開啟應用程式中的變更。</li><li>4. 儲存所有已開啟程式中的變更後，請同時按下鍵盤上的 <b>Ctrl+Esc</b> 鍵顯示 Windows [開始] 功能表。</li><li>5. 使用方向鍵選取 [關機] 按鈕旁的 <b>【箭號】</b> 按鈕。選取 <b>【關機】</b> 然後按 <b>Enter</b> 鍵。</li><li>6. 關閉電腦後，請拔除並重新連接滑鼠接頭至電腦後方，接著重新啟動電腦。</li></ol>
游標回應速度緩慢、僅能垂直或水平移動，或無法順暢地在螢幕上移動。	<p>若是使用有滾球的滑鼠：</p> <ul style="list-style-type: none"><li>● 清潔滾球：請取下滑鼠底部的滾球蓋（以逆時針方向旋轉），取出滾球，用不含絨毛的濕布清潔滾球（請勿用紙擦拭）。請同時清潔滾球滾動處的滾輪。</li><li>● 請在滑鼠墊或其他粗糙表面上使用滑鼠。</li></ul> <p>若是使用光學滑鼠：</p> <ul style="list-style-type: none"><li>● 清潔光學滑鼠：請用不含絨毛的布（請勿用紙擦拭）輕輕擦拭滑鼠底部的光學感應板。</li><li>● 將滑鼠放在滑鼠墊、白紙或其他較不反光的表面上使用滑鼠。</li></ul>

## 鍵盤與滑鼠（無線）

徵兆	可能的解決方法
無法使用或偵測不到無線鍵盤或滑鼠。	<ul style="list-style-type: none"><li>請確定無線鍵盤或滑鼠位於接收器的範圍內，正常使用時大約為 10 公尺，初始設定或是進行重新同步化時，則需要在 30 公分之內。</li><li>滑鼠在停止使用 20 分鐘後會進入暫停模式，請確定滑鼠不是處於暫停模式。點一下滑鼠左鍵以重新啟動。</li><li>更換鍵盤和滑鼠的電池。</li><li>使用下列步驟，將鍵盤和滑鼠重新與接收器同步化。</li></ul>

下列圖中所示的接收器、無線鍵盤與無線滑鼠皆為範例；您的型號可能會有不同。

**重要：** 在這些步驟中，請將無線鍵盤與滑鼠置於與接收器同高的平面上，距離接收器 30 公分以內，並遠離其他裝置的干擾。

1. 將接收器從電腦上的 USB 接頭拔除，然後再重新接上。您的電腦型號可能有接收器專屬的接頭。



2. 確認滑鼠的電源已開啟 (A)，然後按住滑鼠背面的 [Connect] 按鈕 (B) 5 至 10 秒，直到接收器上的 LED 燈停止閃爍。接收器的連線逾時時間為 60 秒。若要確定已建立連線且接收器未逾時，請移動滑鼠以檢查螢幕上是否有反應。



3. 建立滑鼠連線後，請繼續接下來的步驟，重複建立鍵盤連線的程序。
4. 按住鍵盤背面的 [Connect] 按鈕 (C) 5 到 10 秒，直到接收器的 LED 燈亮起或停止閃爍。



## 喇叭與音效

徵兆	可能的解決方法
音量太小或音質不佳。	確認已將喇叭連接到電腦背面的 <b>Audio Out</b> 接頭。（多聲道喇叭必須使用額外的音訊接頭。）分離式無電源喇叭（沒有個別電源的喇叭，例如電池或電源線）無法產生令人滿意的聲音。請以有電源的喇叭來取代無電源喇叭。
無法發出聲音。	若為 Windows 7： <ol style="list-style-type: none"><li>1. 點選 <b>[開始]</b> 按鈕、<b>[控制台]</b>、<b>[行動作業中心]</b>，然後點選 <b>[疑難排解]</b>。</li><li>2. 在 <b>[硬體和音效]</b> 中，點選 <b>[疑難排解音訊播放]</b>。</li></ol> <p>如果您使用電腦內建的喇叭，那麼請使用 <b>[音量]</b> 按鈕來調整音量。您也可以使用 <b>My Display TouchSmart Edition</b> 以確定設定適當的音量。</p> <p>確認已連接有電源鈕的（主動式）喇叭，而且已經開啟。</p> <p>關閉電腦，拔除並重新連接喇叭。確定喇叭已連接到音訊接頭，而非連接到音源輸入或耳機接頭。</p> <p>若要離開睡眠模式，請按下 <b>[Sleep]</b> 按鈕（僅限部分型號）或鍵盤上的 <b>Esc</b> 鍵。</p> <p>若有耳機連接在電腦（或喇叭系統）上，請拔下耳機。</p>
我連接了外接喇叭，可是音訊為靜音。	當您連接如耳機或外接喇叭等音訊音源輸出連接頭，內建喇叭會是靜音的。

## 網際網路連線

徵兆	可能的解決方法
網際網路程式無法自動啟動。	登入您的網際網路服務供應商 (ISP)，然後啟動要使用的程式。

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## 徵兆

## 可能的解決方法

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無法連線網際網路。

若為 Windows 7：

1. 點選 **【開始】** 按鈕、**【控制台】**、**【行動作業中心】**，然後點選 **【疑難排解】**。
2. 在 **【網路和網際網路】** 中，點選 **【連線到網際網路】**。

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請檢查您的網際網路連線類型是否使用正確的連線。您的電腦可能有乙太網路配接卡（亦稱為網路介面卡或 NIC）。網路配接卡使用網路連線來連接區域網路（LAN）。請勿將電話線連接至網路介面卡，也不要將網路線插入電話線路中；否則可能會損壞網路介面卡。

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執行無線網路安裝精靈：

1. 點選 **【開始】** 按鈕、**【控制台】**、**【網路和網際網路】**，然後點選 **【網路和共用中心】**。
2. 在 **【網路和共用中心】** 視窗中，點選 **【設定新的連線或網路】** 以開啟精靈並按照螢幕上的指示操作。

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如果您的系統有外接式天線，請試著將天線移到更好的收訊位置。如果為內建天線，請嘗試移動電腦。

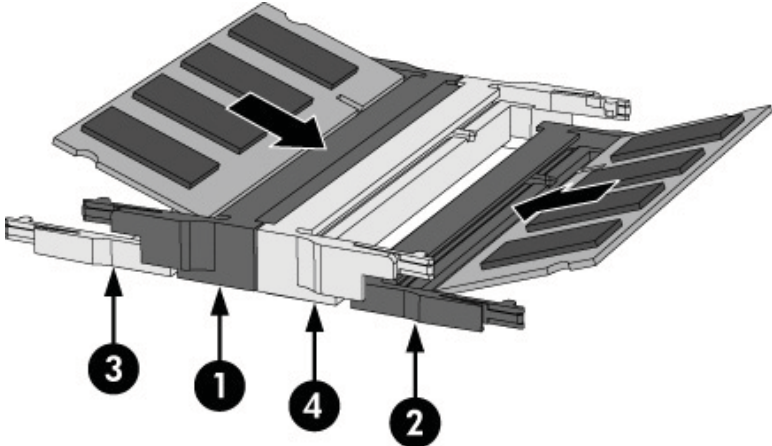
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稍後再試著連接網路，或是連絡您的 ISP 以尋求協助。

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## 記憶體

徵兆	可能的解決方式
電腦開機後發出嗶聲。	確定以正確的順序新增記憶體模組。第一條和第二條記憶體模組應插在黑色插槽（1、2），第三條和第四條記憶體模組應插在白色插槽（3、4）。



確定您的電腦至少安裝了一條記憶體模組，且位於黑色插槽中。

如果您要新增或更換電腦內的記憶體模組，請檢查記憶體模組的位置：

- 如果只有白色插槽中有記憶體模組而黑色插槽沒有時，您可能會聽到嗶聲。
- 關閉電腦並拔下插頭，然後將記憶體模組更換至正確的位置。

## 遊戲模式

徵兆	可能的解決方式
將遊戲裝置連接到遊戲主機連接埠時，電腦不停返回到電腦模式。	<ul style="list-style-type: none"><li>• 確定遊戲裝置與電腦的電源都已開啟。</li><li>• 在 [PIP] 功能表中，確定已反白想要使用的來源。</li></ul>




徵兆	可能的解決方式
顯示器上出現 <b>[No Signal]</b> (無訊號) 訊息。	<ul style="list-style-type: none"> <li>• 確定遊戲裝置已開啟。</li> <li>• 確定 HDMI 連接線已從遊戲裝置連接至電腦上。</li> <li>• 確定在 [PIP] 功能表上所選擇的 HDMI 來源與接到電腦側面 HDMI 接頭的編號相符。</li> </ul>
玩電動時突然沒有聲音。	<ul style="list-style-type: none"> <li>• 系統可能處於「靜音」狀態。按下電腦旁的 [Volume +](音量 +)或 [Volume -](音量 -) 按鈕以離開「靜音」狀態。</li> <li>• 檢查 [PIP] 功能表上的音量設定。</li> <li>• 從遊戲應用程式內開啟 [音訊設定] 功能表，確定選取正確的音訊輸出格式。選擇 <b>[數位立體聲]</b> 或是 <b>[PCM 音訊]</b>。(HPTouchSmart PC 不支援 AC3、DTS 或 Dolby Digital 5.1。)</li> </ul>

## 軟體疑難排解

有些軟體維修就和重新啟動電腦一樣容易，而其他維修則需要從硬碟上的檔案執行「系統復原」。

若要修復軟體問題，可嘗試下列方法：

- 完全關閉電腦再重新開機。有時候這是修復問題最簡便的方式。
- 更新驅動程式（請參閱位於第 22 頁的更新驅動程式）。
- 使用「Microsoft 系統還原」（請參閱位於第 23 頁的 Microsoft 系統還原）— 將電腦設定回復到尚未安裝軟體時所使用的設定。
- 重新安裝軟體程式或硬體驅動程式。（請參閱位於第 24 頁的重新安裝軟體程式與硬體驅動程式）— 將軟體（如果於產品出廠時預設安裝）或硬體驅動程式還原為原廠預設值。
- 「系統復原」（請參閱位於第 26 頁的系統復原）— 清除及重新格式化硬碟，然後重新安裝作業系統、程式與驅動程式。

 **注意：** 將會您所建立的所有資料檔案。

## 更新驅動程式

**驅動程式**是可讓您的電腦與附接裝置（例如：印表機、硬碟、滑鼠或鍵盤）進行通訊的一種軟體程式。

請完成下列程序更新驅動程式；如果新的驅動程式無法解決您的問題，請回復舊版的驅動程式。

1. 點選 **【開始】** 按鈕。
2. 在 **【開始搜尋】** 方塊中輸入裝置管理員，然後點選 **【裝置管理員】** 以開啟 **【裝置管理員】** 視窗。
3. 點選加號 (+) 展開要更新或回復的裝置類型。（例如，DVD/CD-ROM 光碟機）。
4. 連點兩下特定的項目（例如：HP DVD Writer 640b）。
5. 點選 **【驅動程式】** 標籤。
6. 若要更新驅動程式，請點選 **【更新驅動程式】** 並按照螢幕上指示進行操作。  
或者，若要回復到較早的驅動程式版本，請點選 **【回復驅動程式】** 並按照螢幕上指示進行操作。

您也可以前往 HP 支援網站：[www.hp.com/support](http://www.hp.com/support) 並選擇 **【下載驅動程式與軟體】** 的作業。按照螢幕上的指示進行操作。

## Microsoft 系統還原

如果出現可能是安裝在電腦中軟體所產生的問題，請使用「系統還原」將電腦還原到先前的還原點。您也可以手動設定還原點。

**附註：** 在您使用「系統復原」程式前，請務必使用「系統還原」程序。

**附註：** 如果電腦未隨附任何 Microsoft Windows 版本，某些功能可能無法在系統上使用。

若要啟動系統還原：

1. 關閉所有開啟的程式。
2. 點選 **【開始】** 按鈕、**【電腦】**，然後點選 **【內容】**。
3. 點選 **【系統保護】**、**【系統還原】**，然後點選 **【下一步】** 之後再按照螢幕指示進行。

若要手動新增還原點：

1. 關閉所有開啟的程式。
2. 點選 **【開始】** 按鈕、**【電腦】**、**【內容】**，然後點選 **【系統保護】**。
3. 在 **【保護設定】** 下，點選您想建立還原點的磁碟。
4. 點選 **【建立】**，然後按照螢幕指示進行。

## 重新安裝軟體程式與硬體驅動程式

如果任何原廠安裝的軟體程式或硬體驅動程式損毀，您可以使用「復原管理員」程式來重新安裝程式（僅限部分型號）。

**附註：** 請勿使用「復原管理員」程式重新安裝電腦包裝箱中隨附 CD 或 DVD 上的軟體程式。請直接從 CD 或 DVD 重新安裝這些程式。

解除安裝某一程式前，請確定您知道如何重新安裝該程式。 確認仍可從您原本進行安裝的位置（例如：光碟或國際網路）取得該程式。 或者確認在「復原管理員」重新安裝的程式清單中列出該程式。

**附註：** 如果電腦未隨附任何 Microsoft Windows 版本，某些功能可能無法在系統上使用。

若要確認「復原管理員」中可安裝程式的清單：

1. 點選 **【開始】** 按鈕、**【所有程式】**、**【復原管理員】**，然後點選 **【復原管理員】**。 若系統提示，請點選 **【是】** 允許程式繼續執行。
2. 在 **【我現在就需要協助】** 下方，點選 **【軟體程式重新安裝】**。
3. 在「歡迎」畫面點選 **【下一步】**。 接著會開啟程式清單。 確定您的程式出現在清單中。

若要解除安裝程式：

1. 關閉所有軟體程式及資料夾。
2. 解除安裝毀損的程式：
  - a. 點選 **【開始】** 按鈕，然後點選 **【控制台】**。
  - b. 在 **【程式】** 中，點選 **【解除安裝程式】**。
  - c. 點選您想要移除的程式，然後點選 **【解除安裝】**。
  - d. 如果您想繼續解除安裝程序，請點選 **【是】**。

若要使用「復原管理員」重新安裝程式：

1. 點選 **【開始】** 按鈕、**【所有程式】**、**【復原管理員】**，然後點選 **【復原管理員】**。
2. 點選 **【軟體程式重新安裝】**，然後在歡迎畫面中點選 **【下一步】**。
3. 選擇您要安裝的程式，點選 **【下一步】**，然後按照螢幕上的指示進行操作。
4. 完成重新安裝後，請重新啟動電腦。**請勿省略最後一個步驟。** 您必須在復原軟體程式或硬體驅動程式後重新開機。

# 維護

請務必對電腦執行簡易的維護以確保電腦擁有最佳的效能。

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## 每週

軟體清理	使用「清理磁碟」或安全的協力廠商清理工具，移除累積在系統且讓系統變慢的廢棄與暫存檔案。另外，請檢查並解除安裝您不需要使用的程式。
磁碟重組	執行「磁碟重組工具」可保持磁碟的良好狀態，並改善系統效能。經常執行此作業不會損害您的系統。
病毒掃描	每週執行完整的病毒掃描可偵測任何趁隙進入系統的病毒。大部分的防毒產品擁有排程的功能，可自動追蹤此情形。

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## 每月

硬體清理	徹底清潔電腦的外部。
軟體更新	使用 Windows Update 可修復作業系統的錯誤並改善效能。另外，請確定檢查硬體是否有更新版驅動程式，以及您常用的程式是否有可用的新版本。
Windows Update	每月執行 Windows Update 以安裝更新。
硬碟診斷	在某些情況下，您可以使用「硬碟診斷」來預防磁碟損壞。

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## 每年

系統復原	電腦使用一段時間後，按照電腦的使用頻率，系統作業速度仍然可能會變慢。請使用「系統復原」清理 Windows 作業系統，將其復原到首次開啟系統的原始配置狀態。 <b>執行系統復原之前請備份所有重要的資料檔案。</b> 詳細資訊請參閱位於第 26 頁的系統復原。
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## 依個人需求

備份您的資料	使用電腦上安裝的 CD 或 DVD 錄製（或燒錄）軟體，製作重要資訊的備份光碟，其中包括個人檔案、電子郵件訊息以及網站書籤。您也可以將資料移動到外接硬碟。
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# 保持電腦遠離灰塵與高溫

保持電腦遠離灰塵與高溫，可延長電腦使用壽命。灰塵、動物毛髮和其他塵埃會不斷堆積，因而產生毛毯效應，如此一來，電腦組件會過熱，以鍵盤和滑鼠為例，將無法順利且有效率使用。請每個月檢查一次您的系統，查看是否明顯覆蓋一層灰塵和堆積物，並大約每三個月清潔一次。如需額外的清潔指示，請造訪 [www.hp.com/support](http://www.hp.com/support)。

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#### 清潔電腦通風孔

通風孔可保持電腦不會過熱。請使用電池式小型吸塵器來清潔通風孔，維持通風孔暢通。（電池式吸塵器可減少電擊的危險性。）

1. 使用吸塵器清潔電腦外殼的通風孔。
2. 吸除任何堆積在電腦連接埠（例如：乙太網路與 USB 連接埠）周圍的堆積物。

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#### 清潔鍵盤和滑鼠

清潔鍵盤時，請使用設為低速的電池式吸塵器，以防按鍵帽與彈簧脫落。

1. 沿著鍵盤按鍵間的溝槽吸除灰塵。
2. 使用乾淨的乾布和異丙醇（外用）酒精來清潔鍵盤按鍵上以及按鍵邊緣的堆積物。
3. 使用清潔抹布來擦拭滑鼠與滑鼠連接線。

如果您使用的是滾球式滑鼠，請清潔滾球和滾輪內部：

1. 將滑鼠的底部朝上，以逆時針方向旋轉滾球蓋以取下外蓋和滾球。
2. 使用肥皂溫水沖洗滾球。
3. 使用沾異丙醇（外用）酒精的棉花棒清潔滑鼠內的滾輪。
4. 滾球與滾輪完全乾燥後，裝回滾球與滾球外蓋。

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#### 清潔觸控螢幕

遵循下列步驟來清潔觸控螢幕：

1. 關閉電腦。點選 **[開始]** 按鈕，然後點選 **[關機]**。
2. 從牆上拔下電源線。
3. 在軟布上噴灑少量溫和的玻璃清潔劑來清潔觸控螢幕。
4. 擦拭觸控螢幕表面和左右兩側以去除所有的灰塵、指紋或其他有可能會妨礙螢幕觸控辨識的微粒。

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**⚠ 注意：** 請勿將清潔劑直接噴灑或倒在螢幕上，須先噴灑在不織布上，然後再擦拭觸控螢幕的四周和表面。

在清潔螢幕四周或表面時，請勿使用具有磨蝕作用的清潔劑或布料，因為這會毀損觸控螢幕。

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## 系統復原

「系統復原」會完全清除及重新格式化硬碟，同時刪除您建立的所有資料檔案，然後重新安裝作業系統、程式與驅動程式。不過，您必須重新安裝所有非原廠安裝的軟體。這包含電腦配件箱中媒體隨附的軟體，以及在您購買電腦後所安裝的軟體程式。

**附註：** 在您使用「系統復原」程式前，請務必使用「系統還原」程序 — 請參閱位於第 23 頁的 [Microsoft 系統還原](#)。

**附註：** 如果電腦未隨附任何 Microsoft Windows 版本，某些功能可能無法在系統上使用。

您必須選擇下列其中一個方法來執行「系統復原」：

- 復原映像 — 從儲存在您硬碟的復原映像執行「系統復原」。復原映像是包含原廠隨附軟體備份的檔案。若要從復原映像執行「系統復原」，請參閱位於第 27 頁的從 [Windows 7 \[開始\] 功能表](#) 啟動「系統復原」。

**附註：** 復原映像會佔據部分硬碟空間而且無法儲存資料。


- 復原媒體 — 從復原媒體執行「系統復原」，這些媒體是您從儲存在硬碟的檔案所建立或另行購買的媒體。若要建立復原媒體，請參閱位於第 29 頁的復原媒體。

## 系統復原選項

您應該按照以下順序嘗試執行「系統復原」：

1. 透過硬碟，從 [Windows 7 \[開始\] 功能表](#) 執行。
2. 透過硬碟，在系統開啟時按下鍵盤的 F11 鍵執行。
3. 透過您建立的復原媒體執行。
4. 從「HP 支援」購買復原光碟。若要購買復原光碟，請造訪 [www.hp.com/support](http://www.hp.com/support)。

## 從 [Windows 7 \[開始\] 功能表](#) 啟動「系統復原」

 **注意：** 「系統復原」會刪除您建立或安裝的所有資料和程式，請將所有重要資料備份至卸除式磁碟或 USB 隨身碟。

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如果電腦正常運作中且 Windows 7 正常回應，請使用下列步驟來執行系統復原。

1. 關閉電腦。
2. 中斷電腦與所有週邊裝置的連接（鍵盤和滑鼠除外）。
3. 啟動電腦。
4. 點選 **[開始]** 按鈕、**[所有程式]**、**[復原管理員]**，然後點選 **[復原管理員]**。若系統提示，請點選 **[是]** 允許程式繼續執行。
5. 在 **[我現在就需要協助]** 下，點選 **[系統復原]**。
6. 點選 **[是]**，然後點選 **[下一步]**。接著會重新開機。

**附註：** 如果您的系統沒有偵測到修復磁碟分割，則會提示您插入復原媒體。插入光碟或 USB 隨身碟，點選 **[是]**，然後點選 **[下一步]** 重新啟動電腦，並從復原光碟或復原 USB 隨身碟執行「復原管理員」。若使用光碟，請在出現提示時插入下一張系統復原光碟。

7. 重新啟動電腦時，您會再次看見 **[歡迎使用復原管理員]** 畫面。在 **[我現在就需要協助]** 下，點選 **[系統復原]**。如果系統提示您備份檔案且您還沒有備份檔案，請點選 **[首先備份您的檔案（建議的動作）]**，然後點選 **[下一步]**。否則，點選 **[恢復但不備份您的檔案]** 然後點選 **[下一步]**。
8. 接著，就會開始執行「系統復原」。完成「系統復原」後，點選 **[結束]** 以重新開機。
9. 完成註冊程序，然後等到桌面出現為止。
10. 關閉電腦、重新連接所有週邊設備，然後再重新啟動電腦。

## 系統啟動時執行「系統復原」

 **注意：** 「系統復原」會刪除您建立或安裝的所有資料和程式，請將所有重要資料備份至卸除式磁碟。

如果 Windows 7 沒有回應，但電腦正常運作中，請按照下列步驟執行「系統復原」。

1. 關閉電腦。如有需要，請按住電源按鈕直到電腦關閉為止。
2. 中斷電腦與所有週邊裝置的連接（鍵盤和滑鼠除外）。
3. 按一下電源按鈕啟動電腦。
4. 當您看見公司標誌畫面第一次出現時，請重複按鍵盤上的 **F11** 鍵，直到畫面上出現「**Windows 正在載入檔案...**」的訊息。
5. 在 **[我現在就需要協助]** 下，點選 **[系統復原]**。
6. 如果系統提示您備份檔案且您還沒有備份檔案，請點選 **[首先備份您的檔案（建議的動作）]**，然後點選 **[下一步]**。否則，點選 **[恢復但不備份您的檔案]** 然後點選 **[下一步]**。
7. 接著，就會開始執行「系統復原」。完成「系統復原」後，點選 **[結束]** 以重新開機。
8. 完成註冊程序，然後等到桌面出現為止。
9. 關閉電腦、重新連接所有週邊設備，然後再重新啟動電腦。

## 從復原媒體啟動「系統復原」

**⚠ 注意：**「系統復原」會刪除您建立或安裝的所有資料和程式，請將所有重要資料備份至卸除式磁碟或 USB 隨身碟。

若要建立復原媒體，請參閱位於第 29 頁的復原媒體。

若要使用復原媒體執行「系統復原」程式：

1. 如果電腦正常運作中，請建立備份 DVD 或備份 USB 隨身碟，將所有您要儲存的資料檔案存放進去，然後從電腦取出備份媒體。
2. 將復原光碟 #1 插入 DVD 光碟機托槽，然後關閉托槽。若使用復原 USB 隨身碟，請將隨身碟插入 USB 連接埠。
3. 若電腦可正常運作，請點選 **【開始】** 按鈕，然後點選 **【關機】**。如果電腦沒有回應，請按住 **【電源】** 按鈕約 5 秒鐘或者直到電腦關機為止。
4. 中斷電腦與所有週邊裝置的連接（鍵盤和滑鼠除外）。
5. 按下 **【電源】** 按鈕啟動電腦。如果使用復原 DVD，電腦會自動從光碟執行「復原管理員」。請跳至步驟 7。
6. 如果您是從 USB 隨身碟執行「系統復原」，請在電腦開機時按 **Esc** 鍵，進入開機功能表。使用方向鍵選取 USB 裝置並按下 **Enter** 從該裝置開機。
7. 若「復原管理員」詢問您要從媒體或硬碟執行「系統復原」，請選取 **【媒體】**。在 [歡迎] 畫面上的 **【我現在就需要協助】** 下方，點選 **【重設為原廠預設值】**。
8. 如果系統提示您備份檔案且您還沒有備份檔案，請點選 **【首先備份您的檔案（建議的動作）】**，然後點選 **【下一步】**。否則，點選 **【恢復但不備份您的檔案】** 然後點選 **【下一步】**。
9. 如果電腦提示您插入下一片回復光碟，請遵照指示進行。
10. 「復原管理員」結束後，取出系統中所有復原光碟或復原 USB 隨身碟。
11. 點選 **【結束】** 重新開機。

## 復原媒體

您可以在空白 DVD 光碟或 USB 隨身碟上建立復原媒體（兩者擇一，不得同時使用）。您應該從儲存在硬碟中的復原映像製作復原媒體。此映像包含電腦原廠安裝的作業系統和軟體程式檔案。您只能為電腦建立一組復原媒體。此復原媒體僅限於您的電腦使用。請將復原媒體置於安全的地方。

**附註：** 如果電腦未隨附任何 Microsoft Windows 版本，某些功能可能無法在系統上使用。



## 選擇復原媒體

- 若要建立復原光碟，您的電腦必須具備 DVD 燒錄機，且必須使用高品質空白 DVD+R 或 DVD-R 光碟。

**附註：** 無法使用 CD 或 DVD+RW、DVD-RW、DVD+RW DL、DVD-RW DL、DVD+R DL 或 DVD-R DL 光碟來建立復原光碟。

- 您可以選擇使用高品質的空白 USB 磁碟機來建立復原 USB 隨身碟。
- 如果要建立復原光碟，請務必使用高品質光碟。如果光碟品質不佳，光碟機退片是正常情況。系統會提示您插入新的空白光碟，重新再試一次。
- 復原光碟組的光碟數量需視您電腦的型號而定（通常為 3 至 6 片 DVD）。建立復原光碟組時，「復原媒體建立」程式會告訴您需要使用多少片空白光碟。如果使用 USB 隨身碟，程式會告訴您儲存所有資料需要使用多少磁碟空間（至少 8 GB）。

**附註：** 建立復原媒體的程序需要一些時間，確認寫入到媒體的資訊是否正確。您可隨時離開這項處理作業。當您下次再執行此程式時，它會從您上次結束的地方繼續。

## 建立復原媒體

若要建立復原光碟：

- 關閉所有開啟的程式。
- 點選 **[開始]** 按鈕、**[所有程式]**、**[復原管理員]**，然後點選 **[復原媒體建立]**。若系統提示，請點選 **[是]** 允許程式繼續執行。
- 點選 **[使用空白 DVD 建立復原媒體]**，然後點選 **[下一步]**。
- 按照螢幕上的指示進行操作。請依照您製作的順序標示每片光碟（例如：Recovery 1、Recovery 2）。

若要建立復原 USB 隨身碟：

- 關閉所有開啟的程式。
- 將 USB 隨身碟插入電腦的 USB 連接埠。
- 點選 **[開始]** 按鈕、**[所有程式]**、**[復原管理員]**，然後點選 **[復原媒體建立]**。
- 點選 **[使用 USB 隨身碟建立復原媒體]**，然後點選 **[下一步]**。
- 從媒體清單中選取 USB 隨身碟。程式會讓您知道建立復原磁碟所需的儲存空間。若 USB 隨身碟儲存空間不足（至少要有 8 GB），畫面中的隨身碟選項就會顯示為灰色。點選 **[下一步]**。

**附註：** 「復原媒體建立」會格式化隨身碟並刪除隨身碟中的所有檔案。

- 按照螢幕上的指示進行操作。請務必為 USB 隨身碟貼上標籤，並將隨身碟存放在安全處。

**附註：** 請勿使用記憶卡建立復原媒體。系統可能無法從記憶卡開機，因此您將無法執行系統復原。